

COUNTY OF RENFREW

PERFORMANCE MANAGEMENT

COUNTY OF RENFREW Job Description	<i>Job Title:</i> <u>Maintenance Person</u>	<i>Page #</i> <u>1 of 3</u>																		
<i>Location:</i> <u>Bonnechere Manor</u>	<i>Reports To:</i> <u>Environmental Services Supervisor</u>	<i>Original date:</i> <u>November 1993</u>																		
<i>Department:</i> <u>Environmental Services</u>		<i>Revision date:</i> <u>November 2002</u>																		
<i>Approval:</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><input checked="" type="checkbox"/></td> <td style="width: 45%;">Administrator</td> <td style="width: 40%;"><hr/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Supervisor</td> <td><hr/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Employee{s}</td> <td><hr/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Staff Administration Committee</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td><hr/></td> </tr> </table>			<input checked="" type="checkbox"/>	Administrator	<hr/>	<input checked="" type="checkbox"/>	Supervisor	<hr/>	<input type="checkbox"/>	Employee{s}	<hr/>	<input checked="" type="checkbox"/>	Staff Administration Committee	<hr/>			<hr/>			<hr/>
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Position Summary:

Under the direction of the Environmental Services Supervisor, performs established maintenance procedures, material control functions, emergency repairs and schedule preventative maintenance assignments, consistent with the Mission and Philosophy of Bonnechere Manor. Also, contribute to the efficient operation of the department within an interdisciplinary team by performing associated stores person functions by ensuring the establishment and maintenance of an up-to-date departmental material controls on stock and associated supplies.

Qualifications:

- Grade 12 graduate or equivalent combination of education and experience
- Successful completion of the Facilities Maintenance Mechanic Certificate Program or equivalent
- Experience in a Long Term Care setting an asset
- Good verbal and written communication skills, together with excellent mechanical abilities
- Ability to work with others in a team approach
- Physically capable of performing all assigned duties
- Ability to perform shift work required in a 7 day, 24 hour a day operation
- Demonstrate regular attendance standards in keeping with County Attendance Management Program
- Ability to meet and maintain health standards as per Long Term Care Legislation

Position responsibilities:

Provide facility maintenance support services and stores person by performs established maintenance procedures, material/ inventory control functions, emergency repairs and schedule preventative maintenance assignments through the completion of the following duties:

1. Performs the responsibilities of the position within the legislative and regulatory standards set out in the

applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operational policies of the County of Renfrew and Bonnechere Manor.

2. Performs repair work to the building, grounds, equipment and resident personal items, which may be of an electrical, mechanical and/or carpentry nature.
3. Performs tasks associated with painting, including resurfacing, floors, walls, ceiling, including furniture refinishing and repairs, as assigned
4. Completes inventory control functions associated with establishing a control system regarding facility furnishings, equipment and supplies. Will include verifying and assigning number(s) and appropriate documentation on all capital or replacements items on proper inventory control sheets, as required.
5. Completes daily inspections of all essential equipment and systems are per audit sheets, including preventative maintenance assignments as scheduled or as assigned.
6. Performs stores person functions related to purchasing, receiving, distributing and documenting of supplies for all departments, includes ensuring work orders and supply list are completed in a timely manner and items for disposal or deletion from inventory control records are appropriately recorded. Other inventory control functions involve performing annual inventory verification checks, numbering and recording tasks on all capital equipment, furnishings and replacements items, as required.
7. Performs heavy custodial duties, including such tasks as: keep sidewalks and entrance ways free of snow and other hazards, set up and take down material from facility areas for special occasions and events and assist with resident transfer, discharges, admissions and deep cleaning responsibilities, as required
8. Ensures completion of regular security and fire prevention inspections, monthly extinguisher checks and fire drill duties and responds to calls relating to building security, including operations of communication equipment (two-way radios) to convey work conditions and safety directives.
9. Responsible for carrying pager and being on call during off hours and other times as assigned
10. Creates a facility environment that protects confidentiality of residents, staff and activities of Bonnechere Manor.
11. Performing other related duties, as required.
12. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.