



JOB DESCRIPTION

Job Title: Maintenance Person	Department: Environmental Services	Division: Miramichi Lodge	Reports to: Environmental Services Supervisor
Revision Date: October, 2004	Salary Grid:		

Approval:	Department Head _____ Supervisor _____ Employee _____ Staff Administration Committee _____ _____ _____
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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 Miramichi Lodge. Also, contributes to the efficient operation of the department within a multi-disciplinary, resident focused team by performing heavy custodial duties and inventory control functions, by ensuring the establishment and maintenance of up-to-date departmental material controls on facility stock and associated supplies.

Qualifications:

- Grade 12 graduate or equivalent combinations of education and experience.
- Successful completion of the Facilities Maintenance Mechanic Certificate Program, or licensed-trade certificate or equivalent with proven technical abilities.
- Experience in a Long Term Care setting an asset.
- Good verbal and written communication skills and personal initiative.
- Ability to work in a multi-disciplinary team environment.
- Physically capable of performing all assigned duties within a flexible work schedule required for a 24 hour a day, 7 day a week 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.
- Computer literacy an asset.



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Position Responsibilities:

Provide facility maintenance support and associated services by performing established maintenance procedures, material/ inventory control functions, emergency repairs, heavy custodial duties 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.
2. Performs repair work to the building, grounds and equipment, which may be of an electrical, plumbing, mechanical and/or carpentry nature.
3. Performs duties concerned with painting, plastering and repairs to floors, walls, ceilings including furniture refinishing and repairs as assigned.
4. Performs daily inspections of all essential equipment and systems are per audit sheets.
5. Performs preventative maintenance assignments as scheduled or assigned.
6. Ensures work orders are completed efficiently and in an acceptable time frame.
7. Performs duties related to inventory control including purchasing, receiving, distributing and updating supply documentation for all departments, including performing verification checks, numbering and recording tasks on all capital and replacement items, as required. Performs annual inventory of furnishings, equipment and supplies.
8. Performs heavy custodial duties; including such tasks as keeping sidewalks, platforms and entrance ways free of snow and other hazards, grounds maintenance, set up and take down material from facility areas for special occasions/ events and assisting with resident transfer, discharges and admissions responsibilities, as required.
9. Performs heavy custodial duties including operation of floor scrubbers and carpet cleaning extractors, waste management processes and portering duties as required.
10. 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.
11. Responsible for carrying pager and being on call during off hours as assigned.



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12. Establishes and maintains good team relationships, as well as interdepartmental relations by assisting members of the interdisciplinary team to ensure the needs of our residents are met.
13. Creates a facility environment that protects confidentiality of residents, staff and activities of Miramichi Lodge.
14. Participates in continuing education, relevant to Job Description and LTC, to ensure skills and abilities are maintained and enhanced.
15. 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.