



# HUMAN RESOURCES MANUAL

Manual	Human Resources	No.	<b>13-03-29</b>
Section	Role Description	Date	March 2018
Guideline	<b>Maintenance Worker</b>	Page #	Page 1 of 3

## STATEMENT

Park Place Seniors Living (PPSL) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and PPSL policy.

## PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

## PROCEDURE

**DEPARTMENT:** Maintenance Services

**JOB TITLE:** **Maintenance Worker**

**REPORTS TO:** Site Leader

### JOB SUMMARY:

As a valued interdisciplinary team member, the Maintenance Worker is responsible for ensuring that all physical plant and building operations are in proper working order and meet mandated codes and manufacturer recommendations, PPSL standards and policies specifically in relation to waste management, infection prevention and control, continuous quality improvement, risk management and WHMIS. As a member of the management team, the Maintenance worker will utilize a preventative maintenance approach to prevent accidents and/or operation breakdown. Treats residents with dignity and demonstrates an attitude of caring. The Maintenance worker ensures a commitment to resident safety and to our "culture of safety" as per PPSL Strategic Directions.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the Preventative Maintenance Program, ensuring that regular checks are completed and documentation is accurate.
2. Works towards standardization of organizational documentation and reporting (eg. Maintenance Communication book).
3. Adheres to relevant provincial and/or manufacturers' equipment and plant systems' codes, standards and/or expectations.
4. Daily rounds of the Home, completing preventative maintenance schedule and searching and monitoring for any plant concerns and/or potential issues.
5. In winter – ensures sidewalks, patios, and all exit areas are clear of ice and snow.
6. Prioritizes items needing attention and fixing.
7. Repairs equipment/plant as able and necessary; refers to appropriate outside contractors as required for equipment and plant maintenance and /or repair and assists as necessary.
8. Puts away supplies as delivered.



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Manual	Human Resources	No.	<b>13-03-29</b>
Section	Role Description	Date	March 2018
Guideline	<b>Maintenance Worker</b>	Page #	Page 2 of 3

9. Communicates ongoing with interdisciplinary team members and performs all building maintenance duties as required.
10. Responsible for fire safety in the Home including calling routine fire drills on all shifts every month and provides education to staff as required to ensure fire safety for all.
11. Participates in all aspects of the Occupational Health and Safety (OHS) program. Understands and adheres to health and safety responsibilities as per PPSL policies.
12. Participates in committees and meetings as required.
13. Provides training to all staff on communication systems and applicable building information on orientation and routinely as required (eg. Nurse call system, telephone systems, door alarm systems).
14. Assists residents with moving of furniture when required.
15. Checks safety of resident equipment upon move-in (eg. CSA approved electrical equipment such as radios, shavers).
16. Ensures all rooms are inspected and free of mechanical hazards, prior to a resident moving in.
17. Apprises the Site Leader of any major plant or building concerns and recommends capital equipment purchases as applicable.
18. As a leadership team member, is prepared to come in on an emergency-call basis.
19. Attends in-service education as applicable.
20. Performs other related duties as assigned.

## **HEALTH AND SAFETY RESPONSIBILITIES:**

- Responsible to read, understand and comply with PPSL's and provincially-mandated Occupational Health and Safety policies and safe work practices.
- Involved in all aspects of the Health and Safety Program including:
  - Uses safe work procedures,
  - Promotes health and safety policy and awareness,
  - Makes safety suggestions.
  - Reads OHS minutes posted.
- Instruction of health and safety rules.
- Inspection of hazards.
- Corrects unsafe practices and/or work conditions.
- Investigates all accidents.
- Ensures proper maintenance of equipment.
- Responsible to take every reasonable precaution to protect the safety of residents, self, other workers and the general public.
- Reports any near miss, injury, accident or equipment damage to Site Leader immediately and completes required reports.
- Corrects and/or reports unsafe conditions.
- Set a good example.



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Manual	Human Resources	No.	<b>13-03-29</b>
Section	Role Description	Date	March 2018
Guideline	<b>Maintenance Worker</b>	Page #	Page 3 of 3

## QUALIFICATIONS:

High School graduate; Journeyman Certificate in an appropriate trade for building maintenance and/or relevant experience is encouraged.

## SKILLS AND ABILITIES:

- Ability to communicate effectively in English, both verbally and in writing.
- Ability to organize work.
- Ability to operate related equipment.
- Extensive knowledge in building and fire codes, as they pertain to continuing care Homes.
- Ability to work in teams collaboratively and communicate with others in a respectful manner.
- Physical ability to carry out the duties of the position.

## EQUIPMENT USED:

Computer, facsimile and photocopier

## PHYSICAL DEMANDS:

MUST on a daily basis: be able to stand, lift, bend, stoop, kneel, squat, climb ladders, use stairwells, operate self-powered equipment, carry up to 9.1kg, push/pull object of 23kg. Look over both shoulders, use both arms at full length, works with arms above the shoulders, use vibrating tools, have full use of both hands, work in hot environment, and walk 330ft/90m. or longer distances on even surfaces.

## HEALTH AND SAFETY RISKS – ENVIRONMENT

- Physical: Strain on shoulder, neck and back, eye strain, cuts and scrapes, electrical shock.
- Environmental: Draught, dust exposure, working alone situation, exposure to varying temperatures
- Chemical: Chemical exposure
- Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
- Radiation: Minimal