



Provincial Job Description

TITLE:
**(410) Maintenance & Environmental
Services Worker**

PAY BAND:

FOR FACILITY USE:

SUMMARY OF DUTIES:

Operates and performs general maintenance for facility/plant systems and equipment and provides a clean, sanitary and safe environment for clients/patients/residents, staff and visitors.

QUALIFICATIONS AND EXPERIENCE:

- ◆ Grade 10
- ◆ Fireman's certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Intermediate knowledge of tools and equipment, required for the job
- ◆ Valid driver's license
- ◆ Refrigeration certificate, where required by the job
- ◆ Pool Operators certificate, where required by the job

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience in a maintenance environment (e.g., commercial or industrial).**

KEY ACTIVITIES:

A. Maintenance

- ◆ **Performs minor plumbing and electrical repairs within code requirements.**
- ◆ **Performs minor carpentry repairs, painting and dry walling.**
- ◆ **Performs preventative maintenance.**
- ◆ **Repairs and maintains patient equipment (e.g., mobility devices, beds, wheelchairs).**
- ◆ **Performs minor repairs and maintains mechanical equipment (e.g., pumps, fans, motors, boiler and associated equipment, kitchen/laundry/housekeeping equipment).**
- ◆ **Monitors and performs minor maintenance for air-conditioning equipment (e.g., filters, belts).**
- ◆ **Repairs and maintains bottled medical gas systems, centrifuges and fume hoods.**
- ◆ **Installs minor equipment.**
- ◆ **Performs minor repairs and adjustments to building systems.**
- ◆ **May monitor and respond to a computerized system (e.g., alarms).**
- ◆ **Operates and maintains ventilation units and boilers/accessory equipment, where required.**
- ◆ **Performs minor welding and fabricating (e.g., shelf brackets, hand rails), where required by the job.**

B. Cleaning Duties

- ◆ **Cleans, sanitizes/disinfects all areas, equipment and floors according to established procedures and standard guidelines, as per established work routines.**
- ◆ **Ensures infection control, isolation techniques and universal precautions are followed.**
- ◆ **Performs and documents daily, weekly, monthly and annual cleaning.**
- ◆ **Cleans walls, ceilings, fixtures, furniture and equipment.**
- ◆ **Cleans windows (interior and exterior), ledges, sills, curtains, drapes and vertical blinds.**
- ◆ **Cleans vents, heat registers, light fixtures, fans and air return ducts.**
- ◆ **Cleans sinks, toilets, showers, bathtubs, mirrors, shelves and whirlpool tubs.**
- ◆ **Cleans cupboards, doorknobs, handrails, light switches, sprinklers, counters, garbage cans and fridges.**
- ◆ **Cleans specific areas (e.g., operating rooms, labour and delivery, trauma rooms, laboratory, x-ray, offices, dining rooms, patient/resident rooms and items).**
- ◆ **Discharge cleaning and bed making.**
- ◆ **Maintains floors – dry/wet mop, burnish, vacuum, strip, seal and finish and auto scrub.**

B. Cleaning Duties (cont'd)

- ◆ **Maintains carpets and mats – vacuum, spot clean and shampoo.**
- ◆ **Ensures mops, cleaning cloths, privacy curtains and drapes are cleaned.**
- ◆ **Cleans stairwells and elevators.**
- ◆ **Cleans and maintains equipment (e.g., vacuums, burnishers, auto scrubber).**
- ◆ **Collects and disposes of garbage.**
- ◆ **May clean stretchers, IV poles/pumps and other patient equipment (e.g., wheelchairs, Geri chairs, footstools, canes/walkers, commodes).**

C. Groundskeeping

- ◆ **Mows, trims and prunes.**
- ◆ **Weeds and plants.**
- ◆ **Performs pest/rodent control.**
- ◆ **Fertilizes and irrigates.**
- ◆ **Removes snow and ice.**
- ◆ **Repairs and maintains grounds equipment.**
- ◆ **Applies pesticides, where trained and required on the job.**

D. Project / Renovation Work

- ◆ **Coordinates contract work.**
- ◆ **Coordinates and participates in facility renovations.**

E. Related Key Work Activities

- ◆ **Operates vehicle (e.g., delivers/picks up mail, linen, supplies/specimens).**
- ◆ **Provides security services (e.g., entrances, parking lot checks, scanners, monitors, fire drills).**
- ◆ **Maintains, delivers and distributes inventory (e.g., orders supplies/stock, ships/receives).**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Prepares cleaning solutions (e.g., dilutes).**
- ◆ **Collects and porters soiled linen and garbage.**
- ◆ **Orders, receives and distributes clean linen.**
- ◆ **Hangs curtains/drapes.**
- ◆ **Provides plant care – water, re-pot and clean artificial plants.**
- ◆ **Cleans work area (disposes of sharps, broken glass and biohazardous waste, as per department procedures and policies).**
- ◆ **May perform seasonal decorating.**
- ◆ **Moves furniture and equipment.**

E. Related Key Work Activities (cont'd)

- ◆ Sets up and dismantles meeting rooms (e.g., tables, chairs, audiovisual equipment).
- ◆ Checks and re-stocks bathroom supplies (e.g., paper towels, toilet paper, soap).
- ◆ Collects recyclables (e.g., paper, cardboard).
- ◆ Operates garbage compactor and cardboard baler.
- ◆ Reports any unsafe conditions or maintenance concerns.
- ◆ Provides input into policies and procedures.
- ◆ Ensures maintenance requisitions are completed.
- ◆ May measure, select and order drapes, verticals, curtains and floor mats.
- ◆ May represent department/facility at meetings.
- ◆ May do replacement scheduling according to a predetermined call-in list.
- ◆ May assist client/patients/residents with meals (e.g., opens and unwraps containers, toast, cuts meat).

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all the work related assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: October 7, 2015