



UNION JOB DESCRIPTION

JD1328

JOB TITLE:	Maintenance Worker/Groundskeeper	JOB DESCRIPTION NO.:	F.Cl.13104i.001/F.NI.13104i.001
CLASSIFICATION:	Maintenance Worker IV (Charge) ; Groundskeeper 3	GRID/PAY LEVEL:	F 20
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	13104; 13203
UNION:	HEU	JOB/CLASS CODE:	13104I
PROGRAM/DEPARTMENT:	Facilities Maintenance and Operations	BENCHMARKS (If Applicable):	13104; 13203
REPORTING TO:	Manager or designate		
FACILITY/SITE:	VIHA CI: Cowichan District Hospital; Nanaimo Regional General Hospital; Eagle Park; Trillium Lodge; Tofino Health Centre; West Coast General Hospital; Oceanside Health Centre; VIHA-NI: Campbell River Hospital; Cormorant Island Health Centre; Cumberland Health Centre; Port Hardy Hospital; Port McNeill Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, operates, repairs and maintains buildings, building systems, equipment, appliances, machines and grounds for a multi-site operation as assigned, supervises designated staff, and carries out related administrative duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Operates and maintains HVAC and other building systems as necessary, including starting and stopping equipment, reading meters and gauges, and manipulating system controls and valves. Troubleshoots and repairs systems as required.
2. Performs maintenance on equipment and appliances, such as sterilizers, washers, dryers, wheelchairs, beds and carts by disassembling, cleaning, oiling, greasing, replacing broken or worn parts, such as filters, bearings, seals, shafts, and reassembling equipment as required.
3. Performs mechanical and electrical troubleshooting and repairs on systems, such as heating and air handling, including disassembling, testing and remaking electrical connections, cleaning, lubricating and repairs or replacing parts, changing seals and bearings, and reassembling. Replaces light bulbs and fluorescent tubes.
4. Replaces plumbing fixtures such as sinks and toilets; repairs plumbing fixtures such as water supply lines and waste lines, and unplugs plumbing. Replaces tap washers.
5. Provides building and furniture repairs and maintenance by applying materials such as fasteners, drywall, paneling, floor and ceiling coverings, filler, paint and other covering materials. Transports and moves heavy furniture and/or equipment manually or by using various aides such as dollies or carts.

6. Maintains records of work completed and time expended, including periodic maintenance schedules and repairs. Maintains daily equipment and project records, forwarding information to the clerk in accordance with established procedures. Provides written reports to the Manager or designate regularly or as required.
7. Maintains lawns, hedges, trees, flowerbeds, roadways, sidewalks and courtyards; cleans storm sewers; performs maintenance and lubrication on garden tools and equipment. Maintains and repairs irrigation systems.
8. Clears snow from walkways and building entrances. Cleans roofs, gutters and drains. Picks up garbage as required.
9. Maintains materials, supplies, tools and equipment. Uses and handles a variety of supplies and materials in accordance with Workplace Hazardous Materials Information System (WHMIS) regulations.
10. Prepares and submits purchase orders for repairs, parts and supplies in accordance with FMO Purchasing Policy. Follows up with suppliers to resolve problems. Monitors expenditures and makes recommendations regarding budget for assigned areas.
11. Oversees day to day operations and provides directions to designated staff as required by coordinating work assignments, and ensuring completion of work assignments, supervises staff as required.
12. Answers service and emergency calls for systems such as fire, medical air, vacuum, medical gasses, heliport, ice and snow removal, electric power back up, heating, communications and various security systems and procedures. Assesses need and assists in the safe resumption of operations, calling in appropriate person as necessary in accordance with established procedures.
13. Ensures a safe and healthy working environment by observing universal (standard) precautions and infection control procedures; removing obvious hazards; reporting faulty equipment, accidents, injuries and near misses; and adhering to and enforcing rules regarding safety.
14. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 10, plus three (3) years recent, related experience; or an equivalent combination of education, training and experience.

Skills And Abilities

- Communicate effectively, both verbally and in writing.
- Deal with others effectively.
- Physically carry out the duties of the position.
- Organize work.
- Operate related equipment.