



UNION JOB DESCRIPTION

JD4076

JOB TITLE:	Groundskeeper/Maintenance Worker 3	JOB DESCRIPTION NO.:	40542/F.Cl.13203i.001
CLASSIFICATION:	Maintenance Worker III ; Groundskeeper 3 ; Transportation Attendant I	GRID/PAY LEVEL:	F 16; F 16; F 10
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	13103; 13203; 19001
UNION:	HEU	JOB/CLASS CODE:	SI: 40542 CI: 13203I
PROGRAM/DEPARTMENT:	Facilities Maintenance & Operations	BENCHMARKS (If Applicable):	13103; 13203; 19001
REPORTING TO:	Manager or designate		
FACILITY/SITE:	SI: RJH, VGH, SPH, QAC, LMH, GRH, GLH, ABH, PRH, DARS, Pandora, Seven Oaks CI: CDH, NRGH, Eagle Park, Trillium Lodge, Tofino Health Centre, WCGH		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and 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, performs groundskeeping, maintenance, and repair duties related to the buildings, grounds and equipment in a variety of areas, such as plumbing, electrical, and painting.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. 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.
2. Mixes insecticides, herbicides, and other solutions and sprays such areas as trees, shrubs, and flowerbeds.
3. Under the direction of the Manager or designate, performs construction work related to building repairs and renovations such as demolition of existing walls and ceilings; drilling or chipping in preparation for plumbing or electrical service relocations or additions. Performs cleanup of work sites.
4. Assists departmental staff on renovation projects by cutting, passing, holding, etc., building materials, tools, and supplies as required to accomplish the job. Assists with the application and finishing of building materials.
5. Repairs furniture and fixtures such as tables, cupboards and shelves; repairs items such as walls, doors, floors, ceilings, and windows by applying materials such as drywall, wood paneling, floor and ceiling coverings and glass; constructs items such as shelves and cupboards.
6. Repairs and replaces plumbing fixtures such as sinks, toilets, and hand showers; repairs plumbing fixtures such as water supply lines and waste lines.
7. Identifies nature of malfunction of equipment and appliances such as wheelchairs, paging systems, toasters, food mixers and blenders; performs electrical and mechanical repairs by disassembling motors and equipment, cleaning, oiling, and soldering connections; installs such items as timers, switches, receptacles and ballast's, and changes circuits; performs safety checks on electrical appliances for defects such as faulty wires and improper grounding.

8. Applies paint and other finishes by brush, roller, and/or spray; removes and replaces coverings such as tiles, linoleum and carpets.
9. Maintains materials, supplies, and equipment for assigned areas. Maintains records of work completed and time expended. Maintains equipment and project records daily. Prepares Purchase Orders in accordance to FMO Purchasing Policy.
10. During winter conditions performs snow removal and sanding/salting of sidewalks and roadways as required.
11. Performs manual tasks such as lifting and carrying furniture and equipment, digging and shoveling earth, snow and various other laboring type tasks.
12. Operates a motor vehicle to drive to South Island sites to perform preventative, demand and other related work, assist other maintenance staff and/or provide guidance to staff and contractors.
13. Complies with departmental safety routines, policies, standards, operational procedures WorkSafe BC regulations and attends departmental safety training and orientation on a regular scheduled basis. Ensures safety practices and procedures are adhered to. Maintains a clean appearance and safe orderly work area.
14. Utilizes a personal computer and Microsoft Office applications including MS Word, MS Excel and Department specific programs to create and complete related work documents.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Education, Training & Experience

Skills And Abilities

- Grade 10 plus two years recent, related experience; or an equivalent combination of education, training and experience.
 - Valid Applicator's Certificate.
 - Valid Class 5 vehicle license.
- Skills & Abilities
- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.