



**North Eastman Health Association Inc.
Job Description**

Physical Plant – Lead Hand

Position Summary:

The Physical Plant - Lead Hand will be responsible for maintaining the building, grounds and equipment at their designated health care facility and the supervision of Physical Plant – Workers' work assignments or providing unique services as assigned.

Report to: Director, Physical Plant Services

Union: MGEU – Facility Support

Qualifications:

Education and Experience

- Grade XII education or equivalent
- Valid Manitoba class "5" driver's license
- Computer experience would be an asset.

Knowledge, Skills and Abilities

- Ability to follow instructions and understand complex equipment (i.e. HVAC operation, fire alarm and sprinkler systems, etc.)
- General knowledge and/ or practical experience in the maintenance and operations of a health care facility or public building.
- Must be in good physical and mental health to meet the demands of the position.
- Ability to work on own initiative and supervise other maintenance staff and prioritize work as required.
- Ability to work cooperatively with others in safe and courteous manner.
- Excellent verbal and written communication skills, with a high level of accuracy.
- Ability to resolve conflict using resources available.
- Ensure patient and facility confidentiality at all times.

Duties and Responsibilities:

- Completion of the daily, weekly and monthly maintenance schedules as set up by the Director, Physical Plant Services.
- Completion of the preventative maintenance on all equipment in the facility as set up by the Director, Physical Plant Services (i.e.: HVAC systems, Patient Care, Kitchen Housekeeping and Laundry).

- Responsible for the remedial action and documentation as to the completion of the maintenance work requests written in the maintenance log book.
- Responsible for facility shipping and receiving, and the delivery of the mail, parcels and putting away of supplies delivered to the facilities.
- Responsible for the up keep of the grounds in summer and winter (i.e: grass cutting, tree pruning, snow clearing and the cleaning of entrances and sidewalks).
- Responsible for the pick up and disposal of garbage and recyclables and ensuring that these areas are kept clean and sanitary at all times.
- Ensures that all patching, painting, carpentry repairs, plumbing and electrical repairs are completed or that the Director, Physical Plants Services is informed if the job is too complex.
- Carry out monthly fire drills, generator test and complete the Fire Drill Report as set up by the Director, Physical Plant Services.
- Must be familiar with the health facility's Fire, Disaster and Evacuation Plans and Procedures, WHMIS, Workplace Health and Safety and participate as required to do so.
- Ensures security of buildings. Control keys and maintains record of key system.
- Will perform water sample analysis collection for testing by outside authority. (Kin Place PCH only).
- Tests reverse osmosis unit monthly.
- Test boiler loop water, condenser and chilled water loops and water softener tests as required.
- Supervision of maintenance department, including assessing priority of job assignments and supervision of Physical Plant - Workers, in absence of the Director, Physical Plant Services.
- Works responsibly and effectively with outside contractors, providing integral facility information as needed or required.
- Attends weekly Care Team Manager meetings, and works closely to achieve facility goals.
- Follows Manitoba Health Long Term Care Standards, CSA Standards where applicable, Department of Labour Legislation as required.
- Assists Physical Plant - Workers at other sites as required.
- Other related duties as assigned.

Revised: _____
October 21, 2009
Date

Approved by: _____
Manager/ Supervisor
Date

Approved by: _____
Vice President/ CEO
Date

Reviewed by: _____
Director, Human Resources
Date