



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

Physical Plant - Worker

Position Summary

Under the direction of the Director, Physical Plant, the Physical Plant - Worker performs assigned duties to ensure the effective maintenance of facility/ equipment/ grounds in the North Eastman Health Association Inc.

Reports To: Director, Physical Plant

Union: MGEU – Facility Support

St Grp. 90

Qualifications:

Education and Experience

- Grade 11 minimum
- General knowledge and/ or practical experience in the maintenance and operations of a hospital or public building
- Minimum 1 year related experience
- Valid Manitoba class "5" driver's license

Knowledge, Skills and Abilities

- Ability to follow instructions and understand complex equipment
- Experience in other trades would be an asset
- Ability to inter-relate well with other staff and departments
- Ability to work on own initiative
- Must be in good physical and mental health to meet demands of the position
- Ensure patient and facility confidentiality at all times

Position Duties and Responsibilities:

1. Effectively carry out assigned work orders.
2. Carry out specified preventative maintenance duties and maintain accurate records of same, as assigned by the Director, Physical Plant and prioritized by the Physical Plant – Lead Hand.
3. Must be familiar with the health facility's Fire, Disaster and Evacuation Plans and Procedures, Workplace Health and Safety and participate as required to do so.
4. Perform required minor building alterations, painting, etc. as required.
5. Ensure that all safety and departmental standards are maintained as required.

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6. Ensure that all equipment and/ or physical plant problems are identified for remedial action.
 7. Check maintenance request books and carry out tasks as requested, and record as completed.
 8. Maintain work areas in a clean and safe manner.
 9. Utilizes supplies and material in an efficient manner.
 10. Respond to fire alarms and follow fire alarm procedure.
 11. In the absence of the Physical Plant – Lead Hand or Director, represent the maintenance department at facility meetings.
 12. Responsible for the following general maintenance/ caretaking duties (listing should be considered illustrative not exhaustive):
 - Daily cleaning of all facility entrances.
 - Snow removal from entrances, exits, and parking areas promptly as required.
 - Outside window washing and light fixture lens cleaning.
 - Insect/ rodent control.
 - Garbage collection, disposal and sanitation.
 - Maintenance of grounds.
 - Clean eavestroughs annually.
 - Check brine tank levels and add water softener salt as required.
 - Assist with furniture moving and drapes replacement, etc.
 - Do building system checks and record temperatures and pressures as required.
 - Complete and record oxygen banks and concentrator readings and replace oxygen as required.
 - Shipping and receiving.
 - Mail pick-up and other deliveries as requested.
 - Other general maintenance/ caretaking duties as assigned.
 13. Demonstrates working knowledge of Workplace Hazardous Materials Information Systems. Adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS).
 14. Carry out other duties as may be assigned.

Revised: _____
October 21, 2009
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by:

Director, Human Resources

Date