**Job Description: Maintenance Technician \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PURPOSE/OBJECTIVE**

This position provides maintenance services and support.

**2.0 JOB SUMMARY**

The **Maintenance Technician** is responsible for ensuring the day to day maintenance and custodial duties including interior and exterior maintenance operations. Responsibilities include mechanical, electrical, plumbing, painting, carpentry and maintenance duties.

**3.0. FUNCTION**

Provide a safe, well maintained and esthetically appealing surroundings reflecting the shared vision and values of [Organization’s Name] in accordance with [legislation/regulations/applicable standards].

**4.0. EDUCATION/MINIMUM REQUIRMENTS:**

**List the qualifications or minimum requirement as required for you organization:**

* High School diploma or equivalent
* Trade Certificates
* Valid Driver’s License
* Clean Driving Record

**5.0. SKILLS/KNOWLEDGE**

**List the skills and knowledge as required for your organization such as:**

* Experience working with seniors in the community health services setting
* General knowledge of the use of common hand and specialized power tools required in the work
* Written and verbal English skills or working knowledge of the English Language
* Organizational and time management skills.
* Strong interpersonal and customer focus skills.
* Ability to effectively work independently and as a team.
* Ability to follow instruction.
* Current Basic Cardiac Life Support.
* First Aid Certification.

**6.0 PHYSICAL REQUIREMENTS**

* Ability to meet the physical requirements including:
	+ Visual acuity with or without vision aids; ability to distinguish colour.
	+ Be free of impairments or limitations likely to interfere with the ability to safely control powered power tools and equipment.
	+ Lifting up to maximum 50 lbs.
	+ Carrying/transporting objects up to maximum 50 lbs.
	+ Pushing and pulling up to a maximum of 100 lbs.
	+ Sitting for prolonged period of time.
	+ Frequent walking covering long distances.
	+ Comfortable working at heights.
	+ Frequent standing, pushing, pulling and reaching.
	+ Using hands to finger, handle or feel and reaching with hands and arms.

**7.0. DUTIES AND RESPONSIBILITIES**

**List the duties and responsibilities required for your organization in this role such as:**

* Check, prioritize and complete maintenance work orders in a timely manner
* Complete and record daily maintenance checks as per established standards.
* Complete and monitor preventative maintenance schedule for all equipment as per established standards.
* Maintain maintenance records, logs and checklists.
* Conduct routine inspections and monitor the physical condition of the property and take corrective actions when required.
* Diagnose and trouble shoot equipment problems, replace or repair parts, test and make necessary adjustments.
* Detect faulty operations, defective materials or equipment and report those beyond simple repair and any unusual situations to [role within your organization].
* Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
* Handle all basic plumbing, electrical, painting, drywall, furniture and carpentry repairs and maintenance.
* Moving of furniture and other manual materials handling tasks.
* Maintain property grounds such as grass cutting, weed control, snow/ice removal, washing windows etc.)
* Generate parts requests, order and inventory parts.
* Remove waste materials, recyclables, and garbage daily or as needed from property and grounds.
* Read and interpret equipment manuals to perform required maintenance and service.
* Operate equipment according to operational standards.
* Obtain estimates for materials and services.
* Maintain positive relationships with [patient/client/resident] and employees.
* Monitor and oversee the work of other worksite parties that come to complete work at the work site.
* Monitor functioning of fire alarm systems.
* Conduct emergency evacuation drills in keeping with [Organization’s Name] schedule, policies and procedure.
* Observe and report on changes in [patient/resident/client] condition(s)/behaviours to appropriate individual(s) [role within your organization].
* Maintain [patient/client/resident] confidential information.
* Respond to [patient/client/resident] and family, caregiver concerns and ensure appropriate action taken within decision making authority and or concern communicated to appropriate individuals [role within your organization].
* Attend staff meetings as required and attend in services to develop knowledge and skills.
* Complete other duties as assigned.

**8.0. SAFETY RESPONSIBILITES**: **List the safety responsibilities required for your organization in this role such as:**

* Comply with [Organization’s Name] Health and Safety policies and procedures, safe work practices and requirements of the Alberta Occupational Health and Safety Legislation.
* Take reasonable care to work safely and carry out duties as to not cause accidental injury to themselves, fellow employees or the general public.
* Immediately report all injuries, near misses or potential hazards to direct supervisor or alternate as appropriate.
* Mentor team members and employees to fulfill Occupational Health and Safety responsibilities, standards and values.
* Communicate all health and safety information including, but not limited to, policies, procedures, standards, hazards, hazard control and safe work practices.
* Provide adequate training and supervision so that all team members can work safely.
* Identify, assess and control hazards
* Ensure all personal safety equipment (PPE) is being used properly; maintained and report defective or missing PPE to direct supervisor or alternate as appropriate.
* Meets infection prevention and control requirements by adhering to infection control guidelines and practices and procedures and additional precautions when required.
* Handle and dispose of hazardous materials according to WHMIS and organizational policies and guidelines.
* Seek, offer and accept assistance when required.
* Use equipment and supplies according to established standards and procedures;
* Maintain a promote a safe working environment at all times.
* Awareness of role and participating in any emergency response and/or drills. Know and understand organizational response plan, assisting in all safety demonstrations and fire drills.
* Refrain from or participating in workplace harassment and/or violence
* Consult with all employees including Health and Safety Committee members and Health and Safety Representatives on suggested implementations and proposed changes.

**9.0 OCCUPATIONAL JOB HAZARDS**

**List the occupational job hazards (ensure that high hazards are included) for this role such as:**

* Sitting or walking for prolonged periods of time, repetitive manual tasks, bending and reaching can increase forces on muscles and tendons contributing to fatigue or musculoskeletal strain.
* Frequent manual handing requires moderate to heavy lifting, pushing or pulling and other handling manoeuvres can increase forces on muscles and tendons contributing to musculoskeletal strain.
* The use of equipment and power-tools can cause overexertion and exposure to pinch points, sharp points and moving parts which may result in strains, sprains or falls, fingers or crushed limbs or hand and cuts.
* Working with employees and [patients/residents/clients] may result in exposure to bacteria, fungi, viruses, bodily fluid increasing risk of acquiring illness and/or infection.
* Exposure to chemicals and airborne particles, which could result in skin reactions or respiratory illness.
* Exposure to electrical power-tools and equipment, cords and outlets increase risk of exposure to burns and electrical shock.
* Floor contamination such as spillages of water and/or chemicals can result in slips.
* Obstructions in the walkways including debris, cords, and bins can result in trips.
* Working in the community with [patients/residents/clients] and working alone may result in exposure to workplace violence and harassment.
* Working in restricted areas on confined spaces may result in exposure to fumes which can contributes to respiratory issues.

**10.0 INTERNAL TRAINING REQUIRED:**

**The following training will be required and provided to any potential employee as part of orientation and on-going training.**

**List any additional training that your organization would be providing as a requirement for the position] Examples could include the following:**

* General Orientation
* WHIMIS
* [Organization’s Name] Maintenance orientation program
* Site Specific training