



POSITION DESCRIPTION

Position Title: Maintenance – Lead Hand
Department: Physical Plant Services
Classification: Engineer (5th Class-Lead Hand)
Union: CUPE
Approved by: Human Resources
Date approved: 2018/Nov/19

REPORTING RELATIONSHIPS

Position reports to: Lead – Physical Plant Services

Positions supervised: None

POSITION PURPOSE

The Maintenance – Lead Hand organizes and coordinates the workflow to ensure efficient utilization of resources.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Coordinates and directs workflow in order to provide optimum service in a safe, effective and timely manner.
- Maintains plant and operations equipment such as chillers, boilers, electrical systems, standby equipment, compressors, medical gas systems, and other related facility equipment.
- Performs maintenance, installation and repair of various mechanical equipment and machinery including pumps, motors, compressors, sterilizers, kitchen appliances, laundry appliances, and grounds keeping equipment.
- Maintains appropriate documentation as required when processing work orders and performing daily/weekly/monthly/annual equipment checks.

- Participates in new construction and commissioning as required.
- Responds to fire alarms in accordance the facility fire plan.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Performance appraisal completed 4 months into probationary period, if part time, then completed bi-annually

QUALIFICATIONS

Education/Certification:

- 5th Class Power Engineer Certificate as recognized by the Province of Manitoba
- Leadership courses are considered an asset

Knowledge required:

- Knowledge and understanding of equipment and systems associated with a 5th class plant
- Knowledge of and ability to read and interpret blueprints, diagrams, and equipment manuals
- Proficiency in Microsoft Office Applications and Outlook

Experience required:

- One (1) year previous experiencing working as a 5th class power engineer in a healthcare facility
- One (1) year previous supervisory experience in a maintenance environment
- Other suitable combinations of education and experience may be considered

Skills/Competencies/Conditions of employment:

- Demonstrated ability to read and interpret blueprints, diagrams, and relevant legislation
- Demonstrated ability to perform appropriate calculations as required
- Demonstrated ability to provide a high level of attention to detail and accuracy

- Demonstrated ability to work in a fast paced and changing environment
- Demonstrated written and oral communication skills
- Demonstrated problem solving skills
- Demonstrated ability to display independent judgment where appropriate
- Demonstrated ability to prioritize in a changing environment
- Demonstrated ability to build and maintain professional working relationships
- Demonstrated ability to work in a team as well as independently
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per CUPE Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.