



## POSITION DESCRIPTION

**Position Title:** Maintenance Worker 2  
**Department:** Physical Plant Services  
**Classification:** Maintenance Worker 2  
**Union:** CUPE Facility Support  
**Approved by:** Regional Lead – Corporate Services & Chief Financial Officer  
**Date approved:** 2025/Jan/07

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### REPORTING RELATIONSHIPS

Position reports to: Lead – Physical Plant Services

Positions supervised: None

### POSITION PURPOSE

Reporting to the Lead - Physical Plant Services or designate, the Maintenance Worker 2 is responsible for assisting in the maintenance of buildings, buildings systems, equipment and grounds in safe and efficient manner. In addition, the incumbent also responds to demand work orders and performs preventative maintenance on facility related equipment.

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:

- Maintains the buildings and grounds in a good, safe condition and appearance
- Assists in the maintenance machinery, equipment, and furnishings
- Maintains facility exits, driveways, parking areas, and entrances as assigned to ensure that they are safe and accessible for patients, clients and staff
- Ensures that fire exits are accessible and free of obstacles at all times and reports unsafe conditions to direct supervisor where applicable

- Performs a variety of yard care tasks including but not limited to grass cutting, tilling, and snow clearing recognizing that patient, client, visitor and staff safety is of utmost importance
- Performs regular maintenance on yard care equipment and ensures that equipment is kept in good working order
- Responds to work orders and updates the Electronic Maintenance Management System throughout the repair process
- Assists in the preventative maintenance on equipment as assigned
- Completes monthly inspections on fire and/or other safety equipment as assigned and records results
- Ensures proper removal and disposal of waste materials
- Assists in carrying out major and/or minor building renovations
- Carries out pickups and deliveries for the facility as required
- Maintains work areas in a clean and orderly condition
- Recognizes own level of competence and seeks appropriate direction or assistance
- Uses critical thinking skills to guide decision making within scope of position description
- Reports pertinent information to the Maintenance Supervisor or designate
- Minimizes waste and utilizes supplies in a cost-effective manner
- Completes required documentation accurately and within established timelines.
- Actively participates in team meetings, staff meetings, and other facility and regional activities
- Assists in the orientation and development of new staff, students and contractors as required
- Identifies own learning needs and participates in goal setting to enhance work performance
- Participates in in-services and workshops at a facility, regional, or provincial level as available
- 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 prior to probation/trial period and bi-annually thereafter

## **QUALIFICATIONS**

Education/Certification:

- Completion of grade twelve (12) education or equivalent

#### Knowledge required:

- Knowledge of various types of mechanical equipment and their functions
- Knowledge of proper operation and maintenance of yard care equipment
- Knowledge of preventative maintenance programs and their purpose
- Knowledge of basic safe work legislation and practices
- Knowledge of Fire Codes and C.S.A standards
- Knowledge of and ability to read and interpret blueprints, diagrams, and equipment manuals
- Proficiency in Microsoft Office Applications and Outlook

#### Experience required:

- Minimum one (1) year experience in general building and grounds maintenance
- Previous experience maintaining yard care equipment

#### Skills/Competencies/Conditions of employment:

- Demonstrated ability to take initiative
- Demonstrated ability to provide a high level of attention to detail and accuracy
- Demonstrated ability to work in a fast paced and changing environment, and ability to prioritize accordingly
- Demonstrated written and oral communication skills
- Demonstrated problem solving skills
- Demonstrated ability to work in a team and display independent judgment where appropriate
- Demonstrated ability to build and maintain professional working relationships
- 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**

- May be required to work in a variety of temperatures including excessive heat or cold
- May be required to work with hazardous chemicals
- May be required to be on call evenings and weekends as necessary (including requirement to respond to the facility within 20 minutes of being notified when on call)
- May work occasionally evenings and weekends as necessary

- May be required to travel to other regional facilities as the position duties may require

## **SALARY SCALE**

### **AS PER CUPE FACILITY SUPPORT COLLECTIVE AGREEMENT**

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*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.*