

MAINTENANCE TECHNICIAN (MT)

REPORTS TO: Director of Administrative Services (DOAS)

Revision Date: October 29, 2018
Reviewed by: Lisa Demers

POSITION SUMMARY

The Maintenance Technician (MT) will work between 24 and 40 hours per week and reports to the Director of Administrative Services (DOAS) at Maison McCulloch Hospice (MMH). This employee is a thorough professional with a practical mind and attention to detail. The ideal candidate will be able to work autonomously and responsibly by observing all health and safety guidelines. The primary purpose of this position is to undertake the responsibility to preserve the good condition and functionality of MMH and to implement preventative maintenance measures, both indoors and outdoors (including boardwalk).

POSITION REQUIREMENTS

Education/Certification:

- Secondary School diploma
- Workplace Hazardous Materials Information System (WHMIS) and Health and Safety certifications (must possess or acquire)

Experience:

- Experienced in operating a variety of equipment, including snow blowers, lawn mowers and small hand tools

Other Skills/Abilities

- Physical ability to lift 50 pounds unassisted;
- Manual dexterity and problem-solving skills;
- Effective written and oral communication skills;
- Able to work well with minimal supervision;
- Ability to prioritize tasks and follow specified procedures;
- Proven experience as a maintenance technician;
- Basic understanding of electrical, plumbing and other systems;
- Knowledge of general maintenance processes and methods;
- Working knowledge of tools, common appliances and devices;
- A valid driver's license is an asset;
- Bilingualism (English/French) is an asset;
- Availability to work occasional weekends and fluctuating work rotations.

KEY AREAS OF RESPONSIBILITY

- Perform minor building, HVAC, plumbing, electrical and painting repairs as necessary;
- Perform manual repairs when necessary;
- Implement preventative maintenance measures indoors and outdoors;
- Maintain inventory of maintenance equipment and supplies;
- Removes snow from entrances, exits, and staircases;
- Respond quickly in the event of an emergency, notify appropriate personnel and follow safety protocol;
- Ensures appropriate maintenance of all maintenance equipment and accessories;
- Works collaboratively with MMH Housekeeping staff and Housekeeping and Maintenance volunteers;
- Submits ideas to promote efficiencies and operations of MMH;
- Perform other maintenance duties as requested.

Hospice Operations

- Performs all duties in accordance with legislation, the SH mission statement, and organizational and administrative policies and procedures.
- Works in a safe and healthy manner, and follows the regulations outlined in the Occupational Health and Safety Act.
- Participates in MMH and community events that contribute to garnering support for the MMH, as requested.

Strategic Plan

- Completes tasks as set out in the Strategic Planning (SP) working document.
- Adheres to deadlines to meet objectives.
- Reports on a regular basis to supervisor regarding progress on personal SP work plan.

SUPERVISORY RESPONSIBILITIES

n/a

KEY RELATIONSHIPS AND INTERACTIONS

- Internal: Executive Director, Director of Care, Director of Administrative Services, Housekeeping Staff
- External: MMH Contractors and Suppliers

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the MMH.