



JOB POSTING NOTICE (2021-31)
FULL TIME Maintenance Assistant
Internal/External Posting

POSITION SUMMARY

The primary purpose of this position is to assist in maintaining a clean, safe, and comfortable environment for the residents and staff while maintaining confidentiality of all facility information. The Maintenance Assistant reports to the Maintenance Department Manager. Their prime duty includes assisting the manager in handling routine maintenance activities. On a broader scale, a Maintenance Assistant ensures the overall security of a building and the equipment within. They receive maintenance requests daily and must strive to fulfill each request. It is important for these professionals to possess knowledge of tools and equipment that is particular to the maintenance arena and have knowledge of safe practices.

LICENSE AND CERTIFICATE

- Trade certificate or license is an asset (ie/ Electrical, Plumbing, Gas Fitter, Carpentry).
- Working at Heights is an asset.
- Confined Space training is an asset.

PERSONAL HABITS AND QUALITIES

- Manage time effectively.
- Ability to understand and follow specific instructions and procedures.
- Ability to work with minimal supervision and safely operate hand and power tools used to maintain facility.
- Demonstrate commitment to the health and safety of patients, co-workers, volunteers, students and visitors.
- High level of integrity, confidentiality, and accountability.
- Demonstrate applicable ethics and due diligence.
- Ability to communicate, written and spoken, in both official language.

DUTIES

- Repair hospital equipment not covered under service contracts to ensure safe and efficient operation of equipment.
- Maintain and operate HVAC equipment to ensure personal comfort for patients, staff and visitors.
- Maintain records on equipment repairs, safety inspections, and preventative maintenance.
- Communicate supply shortages as needed.
- Snow removal responsibilities.
- Lawn care.
- Requires to be on call.
- Active member of the Health & Safety Committee and Emergency Response Team.

Submit your application by November 2 at 12pm to hring@srfhosp.ca