



JOB TITLE: Maintenance Technician
REPORTS TO:
DEPARTMENT: Maintenance
LAST UPDATE/REVIEW: January 2, 2018

PREAMBLE

As a leading senior's residence and provider of senior's continuing care services and programs, Canterbury Foundation (the "Foundation") shares with seniors the "Promise of Home". Person-centered care is the foundation for all we do in providing safe, quality care and other human services. We provide a home where seniors experience peace of mind and feel like family. All persons are treated with dignity and respect in every interaction. Working for Canterbury Foundation requires that employees exhibit the highest standards of personal behavior and ethics in every interaction that instill confidence and trust and not bring the Foundation into disrepute. The honesty and integrity of Canterbury Foundation demands the impartiality of employees in the conduct of their duties.

POSITION SUMMARY

Reporting to the Supervisor, Maintenance, the Maintenance Technician performs general repair and maintenance to all of Canterbury Foundation's assets. The Maintenance Technician uses considerable initiative and judgment in determining work methods, in accordance with accepted standards, regulations and procedures to ensure that the building and its grounds are maintained in a clean, attractive and safe condition.

KEY RESPONSIBILITIES

I. HEALTH, SAFETY AND WELLNESS

- Committed to knowing, understanding and reviewing your workplace hazards as identified by your Workplace Hazard Assessment, Joint Workplace Health and Safety Committee and as outlined in Canterbury Foundations Policies and Procedures.
- Participates in making the workplace a safe environment for staff and residents by reporting unsafe conditions, knowing your rights as an employee to refuse unsafe work, and by participating in training, events and committees.
- Wear appropriate personal protective equipment, footwear and apparel for your role and responsibility for your work day (being mindful of hazards approaching and leaving the workplace).

II. JOB DUTIES AND RESPONSIBILITIES

Preventive Maintenance

- Perform maintenance duties as assigned for centralized mechanical and life safety systems (e.g. boilers, furnaces, air conditioners, ventilation systems, exit lights, fire alarm systems).
- Performs plumbing, electrical, carpentry and painting repairs and maintenance.
- Complete scheduled life-safety and planned maintenance system requirements.

- Perform routine inspections.
- Prevent unnecessary structural deterioration of buildings.
- Oversee contracted projects to ensure work is completed in accordance with regulated standards.
- Weekly, monthly and annual duties are performed on time and in accordance with regulated standards.
- Life safety and planned maintenance log is accurately maintained.
- Pressures/temperatures and project incidents are recorded in accordance with regulated standards.
- Facility temperatures support the comfort of the majority of residents and employees.
- Water temperatures support resident safety and safe bathing procedures
- Equipment breakdowns are minimized
- Maintenance related factory standards are followed for equipment and systems in the facility.
- Negative inspection results are responded to and addressed in a timely fashion.
- Projects are completed in accordance with regulated standards and code requirements.

Corrective Maintenance

- Perform urgent/emergency maintenance tasks.
- Perform work assignments through the service request system.
- Coordinate and perform necessary building and suite maintenance, including painting, plumbing and fixtures, window maintenance, etc.
- Organize and oversee contractors working in the facility.
- Maintenance communication logbook accurately reflects daily activities.
- Work is prioritized according to urgency.
- Service requests are responded to and addressed in a timely fashion.
- Projects are completed in accordance with regulated standards and code requirements.

Grounds Maintenance

- Perform maintenance duties as assigned in order to maintain an aesthetically pleasing outdoor environment for residents
- Ensure sidewalks and grounds are safe for residents, employees, and visitors.
- Maintain outdoor furnishings, outbuildings and parking lots.
- Residents use and enjoy outdoor grounds and facilities.
- Outdoor light standards are upright and operational.
- Sidewalks, ramps and decks are free of snow, ice or debris.
- Handrails are secured.
- Benches and swings are in good repair.
- Flower beds are weed free, moist and free of dead flowers.
- Trees and shrubs do not obstruct walkways.
- Outdoors areas are aesthetically pleasing and in compliance with municipal bylaws.
- Projects are completed in accordance with regulated standards and code requirements.

QUALIFICATIONS

- Diploma or Certificate in relevant trade required, i.e. 5th Class Power Engineer, Building Operator
- 3rd year or above apprentice in a recognised apprenticeship program or a journeyman ticket in a relevant trade will be an advantage.
- Minimum 3 years previous experience in a maintenance role.
- A combination of experience and education will be considered.
- Knowledge of legislations and relevant policies regarding building standards, fire, safety and emergency procedures.
- WHMIS training.
- Proficient in Microsoft office suite of products
- Knowledge of preventive/reactive maintenance programs for building systems. (Maintenance Care or equivalent)
- Experience in interacting with seniors and a diverse work team would be considered an asset.
- Excellent time management skills and ability to prioritize work in order to deliver successful results within agreed upon time frames.
- Must have excellent customer service skills, must be proactive and have a sense of pride in their work.
- Able to work independently with minimal direction and as part of a team, and able to respond quickly to emergency situations.
- Previous experience in an equivalent setting will be an advantage (senior's residence, hospital)
- Demonstrate an understanding of generally accepted building and maintenance practices and knowledge of the use of equipment used in those practices.

COMPETENCIES

- Demonstrate an awareness of accident and injury prevention; adhere to safe work practices and procedures; be responsible for maintaining self-wellness and reduced absenteeism.
- Demonstrate good time management and problem solving skills.
- Demonstrated professional maturity, judgment, decisiveness, and conflict resolution
- A fast learner who is willing to take direction from other maintenance technicians.
- Takes initiative
- Detail oriented
- Demonstrates flexibility and adapts to changing situations
- Excellent communication skills, written and oral
- Strong evidence of relationship-building, ability to work collaboratively
- Completes tasks with the highest quality utilizing time management skills
- Understands, applies, and enforces safety practices