



JOB DESCRIPTION

Title  MAINTENANCE UTILITY WORKER – 2 (880)	Circulation  ENVIRONMENTAL SERVICES	Page 1 OF 2  Review Date March 2006 May 2008 August 2008 November 2009 January 2017 May 2026
Department ENVIRONMENTAL SERVICES	Authorization Environmental Services Manager	Original Date June 1986

**PURPOSE OF JOB:**

To maintain Drew Nursing Home and Tantramar Residences plant operation, equipment, grounds and building in a safe, attractive, hygienic, and secure manner according to standards set by the facility and relevant legislation.

**DUTIES:**

- Perform stretch and warm up exercises at the beginning of shift and throughout the shift, as necessary.
- Complete monthly assigned preventative maintenance work orders.
- Perform minor maintenance and repair tasks involving plumbing, refrigeration, electrical, heating, elevator, cable TV, nurse call system, sprinkler and fire safety protection system, as well as to the building in general.
- Repair and maintain furniture.
- Repair and maintain equipment.
- Test and maintain emergency generator and equipment.
- Carry out operational maintenance during scheduled rounds on all pumps, heat control units, fire extinguishers, hot water tanks and converters.
- Make general repairs such as drywall patching, interior and exterior painting, repair floor coverings, doors and windows and other similar work to the building.
- Do minor welding.
- Maintain regular garbage pickup.
- Operate and maintain power tools and equipment.
- Periodically check and set time clocks that operate air handling units and freezer defrost.
- Assist in unloading and storing of stock and equipment.
- Maintain key control system.
- Fill supply orders for other work groups in the facility. (Laundry, Nursing, Housekeeping, Food Service)
- Record when a particular product is low in inventory and report to supervisor so it can be replenished.

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**DUTIES:**

- Be prompt on duty.
- Set up audio-visual equipment.
- Arrange furniture for church services, activity and other programs.
- Carry out necessary out-door grounds work including the pruning of shrubs and bushes, care of flowers and small trees and other duties that promote the looks of the facility.
- Perform snow removal and salt dispersal of all walkways, entrances and all other areas required to ensure the safety of staff, visitors and residence. This activity shall be assessed each and every morning upon arrival at work and action taken immediately if required.
- Make regular rounds of areas of the Home, buildings and grounds for the purpose of detecting fire, theft, maintenance issues for the security of residents and staff.
- Clean workshop and other areas regularly after repair jobs are completed including the basement.
- Wash garbage bins and garbage cart when required.
- Assist tradesmen/contractors and inspectors in the performance of their duties.
- Report unusual occurrences/incidents to designated supervisor.
- Observe and practice all safety rules and regulations including monthly fire alarm testing.
- Participates in the nursing home's continuous quality improvement program to improve resident, staff, unit/department and facility performance and outcomes.
- Assist with handling of residents upon request and with supervision.
- Assist with the direction and control of visitors.
- Supervise the parking of automobiles during special occasions.
- Keep accurate records of all maintenance performed on a daily basis.
- Assist in maintaining standards required by Department of Social Development and by other relevant legislation.
- Occasional exposure to disagreeable conditions or frequent exposure to disagreeable conditions. For example; snow blowing/ shoveling in inclement weather or yard work in intense heat, painting, plastering, etc.

These duties are only the basic and prime responsibilities of the position; related and allied duties will be assigned, as necessary for the operation of the Nursing Home and Tantramar Residences.

**REQUIREMENTS:**

- Must have minimum 1 year of experience in a related field to be considered.
- Physical ability to perform assigned duties; such as snow clearing, salting walkways, unloading delivery trucks, bending to repair equipment, etc.
- General working knowledge of plumbing, refrigeration, electrical, heating, etc.
- Ability to establish good working relationships with co-workers and residents.

**RELATIONSHIP:**

- Supervised and reports to Environmental Services Manager.

