



## IDENTIFICATION

| Department      | Position Title     |                           |
|-----------------|--------------------|---------------------------|
| Infrastructure  | Maintenance Worker |                           |
| Position Number | Community          | Division/Region           |
| 33-5376         | Inuvik             | Facilities/Beaufort Delta |

## PURPOSE OF THE POSITION

The Maintenance Worker is part of a team that is responsible for the safe, effective, and efficient operation of plumbing, heating, ventilation, air conditioning, refrigeration, fire systems, medical gas, incinerator, scrubber and all other mechanical equipment in all Government of Northwest Territories (GNWT) occupied and/or leased buildings associated with the Inuvik Regional Health Board in accordance with GNWT acts, regulations, policies and departmental procedures.

## SCOPE

As part of the Facilities Management Section of the Inuvik Region of the Department of Infrastructure this position is located in Inuvik and reports to the Hospital Maintenance Supervisor.

The scope of activities undertaken includes:

- Operations of building contents and mechanical equipment.
- Helps perform minor and major repairs on heating and mechanical equipment.
- Performs minor repairs on medical equipment.
- Carpentry repairs as required.
- Required to help Operating Engineers as required.

The Maintenance Team has responsibility for 2 complex buildings in a total portfolio of approximately 4 buildings. The incumbent will work in various secure environments such as isolation rooms and the pharmacy.

## **RESPONSIBILITIES**

- 1. Reports on mechanical operations and the performance of building systems and takes corrective action to ensure safe, efficient and effective operations:**
  - Inspects buildings systems, and equipment housed within assigned buildings as directed by the Maintenance Management System (MMS) Manual and as per code.
  - Applies prescribed building and equipment legislated inspection and maintenance procedures as per the MMS.
  - Identifies problems and potential problems with buildings, equipment, systems
  - Initiates response to urgent and/or emergency situations; evaluates, stabilizes, and reports any problems to the Maintenance Coordinator. • Completes work orders and records information.
- 2. Services and repairs buildings, equipment and systems as part of regular and legislated preventative maintenance to ensure safe and efficient operation as well as most efficient and economic life:**
  - Assists with repairs to boilers, humidifiers, air handling units, dampers, and related control systems and components.
  - Lubricates equipment.
  - Replaces (worn-out components) belts, pulleys, and filters.
  - Checks and replaces mechanical insulation if required.
  - Replaces or refurbishes defective components on all mechanical equipment.
  - Assists with major heating, ventilation, and air conditioning (HVAC), mechanical, plumbing carpentry and electrical repairs.
  - Maintain and repair special equipment including but limited to maternity beds, ICU (intensive care unit) beds, stretchers, wheelchairs, and lifts. • Completes work orders and records information.
- 3. Tests alarm systems and fire sprinkler systems as per the *Northwest Territories Act* to ensure proper operation.**
  - Conducts legislated monthly inspections and testing of equipment and systems.
  - Identifies and reports needed maintenance and repairs.
- 4. Performs Duty Officer Functions to ensure a quick response after hours and to comply with regulations for units requiring after hours maintenance.**
  - Assumes standby role for a one-week period on a regular rotation.
  - Performs scheduled mechanical checks as per the Boilers and Pressure Vessels Act.
  - Responds to all Emergency Calls and Alarms while on standby.
  - Evaluates, corrects, or stabilizes the situation when called out.
  - Repairs problem if required before next regular shift.
  - Calls supervisor if beyond scope of practice.

## **WORKING CONDITIONS**

### **Physical Demands**

Over 50% of time is spent at substantial work such as climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching, or handling. The position involves lifting from 10 to 25 kg on a regular basis and heavier weights from time to time.

### **Environmental Conditions**

(This includes conditions in the work environment that have potential for negative physical Over 50% of the time this position is substantially exposed to fumes, temperature, chemicals, loud noise, and scalding steam a considerable amount of the time while maintaining and servicing buildings and systems. The incumbent may be exposed to infectious substances and toxic substances when working with sewage systems, and medical waste. The position involves outside work where temperatures are extreme for several months a year.

### **Sensory Demands**

(Sensory demands are an intense, combined use of 2 or more of the 5 senses required to Over 25% of this position requires a moderate amount of feeling, hearing, and seeing. (In terms of acuity far and near, depth perception, accommodation, colour vision and field of vision).

### **Mental Demands**

The position requires disruption of lifestyle while the incumbent is on 24 hours standby one full week including weekends every four weeks. Further mental demands are placed on the incumbent when dealing with irate clients and are able to make immediate decisions in emergency situations (i.e. make repairs to equipment). While working at institutional type occupied buildings, the incumbent is required to be on continuous alert as they are exposed to risks of possible physical confrontations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of steam and hydronic boiler systems, HVAC controls, Direct Digital Control Systems, Electrical Systems, and Energy Management & Control systems.
- Knowledge of Plumbing, Ventilation Systems, Oil Burner Maintenance and Repair, Sprinkler and Alarm Systems.
- Knowledge of several acts and regulations as they relate to the status of buildings and equipment.
- Knowledge of other Building Mechanical Trades is an asset.
- Skilled in form and spatial perception, manual dexterity.
- Verbal and written communication skills.
- Ability to work in a cross-cultural environment.

**Typically, the above qualifications would be attained by:**

Completion of Grade 12, with 2 years of experience working in a variety of building settings and completion of training or experience in each skill area in the building maintenance field.

Valid Class 5 NWT driver's licence.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred