

**COUNTY OF MIDDLESEX
STRATHMERE LODGE**

POSITION DESCRIPTION

POSITION TITLE: Tradesperson (Maintenance Worker)

REPORTS TO: Environmental Services Manager

EFFECTIVE DATE: September 2022

REVIEWED: November 2009, January 2012, June 2016, May 2021

POSITION SUMMARY:

Performs minor and routine repairs to building, property, and equipment. Checks emergency systems to ensure safety of residents. Installs and repairs equipment related to appropriate trade.

PRINCIPAL RESPONSIBILITIES:

1. Conducts, tests and records daily inspection of heating and ventilation units, pumps, air compressor, boilers and softeners, refrigerator and units and makes adjustments as required.
2. Performs minor and routine repairs and adjustments on equipment such as servicing humidifiers, repairing plugs, cranks, cords, polishers, treating grease traps, lubricating dishwasher, beds, washer and dryer, etc.
3. Performs minor and routine repairs to building and property such as replacing pumps, plugs, switches, lights and ballasts, painting, repairing screens, lubricating pumps and fans, clearing blocked sewer lines, etc.
4. Maintains lawns in summer and removes snow from sidewalks in winter.
5. Checks fire doors, locks outside doors and checks furniture in sitting rooms for fire hazards daily.
6. Checks and tests emergency generator.
7. Paints interior of building.
8. Maintains and operates Lodge Bus to transport residents.
9. Required to work independently.
10. Performs installations and repairs related to appropriate trade.

11. Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including: reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Grade 12.
2. Previous experience in maintenance of a health facility, factory or plant.
3. Possession of a Certificate of Qualification in an appropriate trade(s) for building maintenance (e.g. electrical, plumbing, stationary engineer, heating ventilation air conditioning).
4. Ability to meet the physical requirements of the job as specified in the Physical Demands Analysis.
5. Ability to communicate, both orally and in writing, to various levels of the organization.
6. Ability to work effectively both independently and as part of a team.
7. Class “G” Driver’s Licence with a driver’s abstract that is clean and free of any infractions, and access to a vehicle.
8. Must provide a Current Criminal Record Check with a Vulnerable Sector Screening.
9. Must provide a two-step TB skin test (dated within 1 year).