



THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Maple View Lodge

Invites applications for the position of:

Maintenance Technician

Temporary Full-Time

2024 Salary: \$25.86 to \$30.79 per hour

Location: Athens, Ontario

Please note: This position is part of the OPSEU Local 494 (Maple View Lodge) bargaining unit

Reporting to, and under the direction of the Support Services Supervisor, and indirectly to the Administrator, the Maintenance Technician is responsible for all aspects of building services including heating, ventilation, air conditioning, electrical and plumbing systems, maintenance of the buildings, grounds and other equipment for Maple View Lodge. The Maintenance Technician will carry out the duties in alignment to the organization's mission, vision and values, and work to further its priorities while adhering to respective regulations and relevant legislation and Counties policies.

Qualifications:

- Grade 12 Diploma
- Completion of a post-secondary certificate (up to one year) in building maintenance mechanics, instrumentation or related field acceptable by the employer
- Minimum two years' experience in the maintenance field is desired;
- Completion and maintenance of a current Small Drinking Water System Operator Certificate (must be completed within 6 months of hire date).
- Knowledge of building automation and maintenance systems and ability to troubleshoot according to standards, policies and related legislation
- Knowledge of legislation and regulations pertinent to the role as well as an understanding of policies and legislation affecting the department; ability to understand the Building Code, Fire Code, Safe Drinking Water Act, 2002 and Regulation 170/03
- Ability to read and understand technical documents including architectural, mechanical, electrical drawings and specifications and operational manuals

COMPETITION:	MVL-24-117 (Maintenance Technician, TFT)
POSTING DATE:	July 30, 2024 (4:00 p.m.)
CLOSING DATE:	August 6, 2024 (4:00 p.m.)

- Demonstrated commitment to client/resident-centered service
- Demonstrated respect for individual differences and competencies
- Demonstrated solid communication skills, both written and verbal and ability to communicate information to a diverse audience base
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence in a professional, consistent and positive manner
- Demonstrated time management and prioritization skills with the ability to function within a fast-paced environment, responding with flexibility to changing priorities
- Demonstrated ability to adapt to change within an environment with a continuous process improvement mindset
- Demonstrated ability to be a team player who is able to establish and maintain effective working relationships with fellow employees, clients/resident/patients and the public
- Demonstrated ability to build resiliency and be aware of own strengths and limitations
- Proven willingness to learn and acquire new information and skills
- Ability to problem solve using factual information
- Basic computer proficiency using Microsoft Office Suite of products (e.g. Outlook) and the ability to use other software applications applicable to the position (e.g. work order software and building automation software)
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated ability to attend work on a regular basis
- Must hold a valid Class "G" driver's license and have access to a reliable vehicle
- Satisfactory Criminal Reference Check and Vulnerable Sector Screen
- Demonstrated ability to meet the physical demands of the position

Position Responsibilities:

1. Under direction of the Support Services Supervisor, the Maintenance Technician performs responsibilities of the position within legislative and regulatory standards set out in applicable Provincial and Municipal Acts. Performs responsibilities of the position consistent with Operational policies of the United Counties of Leeds and Grenville, Provincial Standards and legislation for Long Term Care, and Residents' Bill of Rights.
2. Operates and monitors all building systems including, but not limited to, the electrical system with standby generator, plumbing systems from well pump to septic tanks and tile beds, HVAC, nurse call systems, fire alarm system, fire extinguishing systems and equipment, locks, windows and doors, etc.
3. Performs regular testing, sampling requirements, documentation and system maintenance in accordance to Regulation 170/03 of the Safe Drinking Water Act, 2002

4. Troubleshoots building systems and effectively communicates issues to contracted service providers, management and staff
5. Under the direction of the Support Services Supervisor, responsible for conducting all fire drills, including providing fire training for new and existing employees.
6. Ensures minor structures are repaired as required
7. Completes major painting projects, minor drywall repairs and interior finishes
8. Maintains the grounds including monitoring of equipment required to perform this task
9. Liaises between the Home and maintenance contractors, as needed, monitors/inspecting work completed by outside contractors
10. Maintain inventory of general maintenance and housekeeping supplies
11. Move furniture (beds, dressers, etc.) within the building or incoming furniture for new residents. Set up and take down tables and chairs for various events. Prepare resident rooms for new residents (e.g. paint, dry wall, stripping floors and minor repairs)
12. Completes all preventative maintenance tasks as assigned
13. Under the direction of the Support Services Supervisor, perform inspections of all equipment, and follow proper procedures for testing responsibilities including required documentation (i.e. Fire/Life Safety Equipment, Septic and Water)
14. Keeps documentation current and easily accessible
15. Experience in painting, carpentry, plumbing, electrical and pneumatic control systems or experience in a similar environment, preferred
16. Excellent interpersonal, organizational, problem-solving and communication skills;
17. Be self-sufficient, able to work with minimal supervision;
18. Ability to work independently and within a team-delivered organizational model;
19. Ability to demonstrate sensitivity and responsiveness to the needs of residents;
20. Ability to work days, evenings and weekends;
21. Ability to work beyond regular hours of work if required;
22. Ability to participate in on-call and be available for after-hours call-ins;
23. Proficiency in computer applications such as Microsoft Office, email, fax and internet.
Maintain a high level of respect of confidentiality for the organization and the residents served as per the *Municipal Freedom of Information and Protection and Privacy Act (MFIPPA)* and *Personal Health Information Privacy and Protection Act (PHIPPA)*.
24. The United Counties' of Leeds and Grenville regards its employees as the most valuable asset in the organization. All employees are responsible and accountable for ensuring that health and safety standards are incorporated into all aspects of our business and that facilities and resources are made available to ensure successful execution by all staff of required Health and Safety legislation and corporate policies and procedures are adhered to.
25. Other related duties as requested and required.

Working Conditions

- Periods of time standing and walking
- Ability to lift up to 50 pounds
- Bending, lifting, carrying, gripping, reaching required
- Exposure to auditory amplifications
- Exposure to heat/cold temperatures
- Exposure to noise
- Exposure to dirt/dust

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

Expressions of Interest or resumes should be marked "**Competition # MVL-24-117**" and submitted via email **by 4:00 p.m. on/before August 6, 2024** to: careers@uclg.on.ca.

Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act (**MFIPPA**), and will only be used for candidate selection.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or The Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.