

JOB DESCRIPTION

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| POSITION: | MAINTENANCE ENGINEER | | |
| DEPARTMENT: | Huron Lodge | | |
| LOCATION: | Various | UNION: | C.U.P.E. Local 543 |
| HOURS OF WORK: | 40 | JOB CODE: | 543194 |
| SHIFT WORK REQ'D: | Yes | GRADE/CLASS: | 0.13 |

DUTIES:

Reporting to the Supervisor, Facilities or designate, this position will be responsible for the inspection, maintenance and repair of the building and equipment at Huron Lodge including low pressure boilers, humidifying, refrigeration, air exchange, kitchen, laundry, electrical, gas, plumbing, fire protection equipment and all other machinery, woodwork, wheelchairs, appliances, tools, etc.; responsible to order supplies and arrange any necessary replacements and repairs; responsible to implement and maintain a computerized inventory and preventative maintenance system; responsible to ensure maximum safety and security of the home at all times; responsible to keep direct supervisor apprised in a timely manner of critical issues relating to proper functioning and maintenance of the home's building systems; responsible for developing procedures and for preventative maintenance measures within the home; responsible to communicate in a respectful manner with residents, families, members of the public and co-workers; performs duties detailed in Huron Lodge's procedure manuals as well as duties assigned per the Emergency Preparedness Plan; responsible to attend in-service training; all influenza vaccine/outbreak protocols must be followed on a yearly basis. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years of post-secondary education from a Community College or University that includes either a valid 5th Class Stationary Engineer Certificate (obtainable outside of Ontario) or a one year Building Environmental Systems Certificate, or Ontario Ministry of Education equivalencies;
- Must have over one (1) year of experience in a Commercial/Institutional or Industrial maintenance environment which includes apprentice time to write the exam and time required to be licenced; NOTE: apprentice time applies to the 5th Class Stationary Engineer Certificate only;
- Must have the ability to read and interpret construction drawings, knowledge of the Provincial Operating Engineer's Act, Occupational Health and Safety Act, and other related Acts or Codes;
- Must be able to perform duties successfully under confined space entry requirements including the use of protective respiratory equipment;
- Must be familiar with applicable computer applications, computerized inventory systems and preventative maintenance systems e.g. Antero; including knowledge in the Microsoft Office Suite of Products such as Word, Excel and Outlook;
- Must be patient, respectful and gentle in dealing with the elderly;
- Must be knowledgeable of, and comply with, the Residents' Bill of Rights;
- Must have excellent written and verbal communication skills as well as interpersonal skills;
- Must be familiar with the Occupational Health & Safety Act and related regulations;
- Must be willing and able to work any shift, all days of the week from Sunday to Saturday with a half-hour running lunch included in the work day;
- Should have experience with the operation of building controls systems, HVAC, electrical, plumbing and general repair;
- Proven commitment to ongoing education, training and professional development will be considered an asset;
- The physical demands analysis associated with this job indicates a medium level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.