

THE CORPORATION OF THE COUNTY OF WELLINGTON

Wellington Terrace
Environmental Services Division

Requires a
Maintenance Worker

The Maintenance Worker - Home will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected. The Maintenance Worker reports to the Environmental Services Manager to perform mechanical maintenance duties and repair services within the Wellington Terrace building.

The Maintenance Worker will have the desire to work with older adults in a long-term care setting. They will have the ability to be understanding, patient, and compassionate when relating to the residents, families, visitors, and employees of Wellington Terrace. They will have a positive attitude and will demonstrate adaptability, flexibility, and creativity.

The minimum qualifications for this position include:

- Secondary school diploma plus completion of an additional vocational programme of up to one year preferably in general building maintenance or equivalent.
- Enrolment in or completion of Building Environmental Systems certificate programme preferred.
- One year experience in plumbing, electrical, general repair work, janitorial and safety practices.
- Must be able to fulfill on-call rotation including reporting to the job site as required.
- Possess a valid driver's licence and a satisfactory driver's abstract.
- Police Vulnerable Sector Check required upon hire.

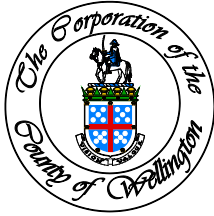
This position offers a comprehensive benefit package and a salary range of: \$48,102.60 to \$56,292.60 (2022 Non-Union Compensation Grid), based on a 37.5 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #353-22 by Friday, September 30 at 12:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Maintenance Worker – Home	Reports to: Environmental Services Manager
Department: Wellington Terrace	Positions Supervised: 0
Effective:	Revised: June 2015

BASIC FUNCTION:

The Maintenance Worker - Home will represent Wellington Terrace at all times by ensuring adherence to the Code of Conduct and demonstrating the County of Wellington's commitment to a healthy and safe workplace where every person is respected.

The Maintenance Worker reports to the Environmental Services Manager (or designate) to perform mechanical maintenance duties and repair services within the Wellington Terrace building.

PRINCIPAL RESPONSIBILITIES:

- Applies the [fundamental principle](#) of the Long-Term Care Homes Act in the operation of the home.
- Performs all preventative maintenance and repairs as required including, but not limited, to plumbing, minor electrical and general repairs.
- Operates Building Automation System (BAS) to monitor and maintain Heating, Ventilation and Air Conditioning (HVAC) systems, heating/hot water boilers, and exhaust systems.
- Demonstrates knowledge, understanding, and maintenance of specialty equipment related to Nursing, Nutrition Services, and Environmental Services.
- Safely uses and operates heavy equipment to maintain grounds and remove snow from parking lots and walkways.
- Collects and disposes of garbage and sustains the on-going recycling programme.
- Maintains the mechanical room, maintenance shop, and other maintenance areas in a clean, organized, and safe manner.
- Receives and stores incoming supplies as required.
- Sets up for resident programmes and staff meetings.
- Assists with resident room changes and moving office furniture as required.
- Responds to after-hours emergency calls according to on call rotation.

- Demonstrates knowledge of all fire and security systems.
- Responds to emergency fan-out when initiated.
- Other duties as required.

PROBLEM SOLVING RESPONSIBILITIES:

- Prioritizes workload based on the activities of the day.
- Follows procedures when fire and security systems go into alarm.

CONTACTS:

Internal: Wellington County employees; residents, families, visitors.

External: Service providers, contractors and suppliers, representatives of the Ministry of Health and Long-Term Care and Ministry of Labour.

MINIMUM QUALIFICATIONS:

- Secondary school diploma plus completion of an additional vocational programme of up to one year preferably in general building maintenance or equivalent.
- Enrolment in or completion of Building Environmental Systems certificate programme preferred.
- One year experience in plumbing, electrical, general repair work, janitorial and safety practices.
- Must be able to fulfill on-call rotation including reporting to the job site as required.
- Possess a valid driver's licence and a satisfactory driver's abstract.
- Police Vulnerable Sector Check required upon hire.

SKILLS AND COMPETENCIES:

- Able to work as a team player on an interdisciplinary care delivery team.
- Able to take initiative and work independently as required.
- Excellent interpersonal skills with a positive history of patience, compassion, and courtesy when dealing with residents and others.
- Positive attitude and desire to do the best possible job at all times.
- Able to work all shifts and flexible hours as required including weekends and call-ins.
- Deliver resident focused care and customer service.
- Knowledge of Wellington Terrace and County of Wellington policies and procedures.
- Able to respond effectively during outbreak and emergency situations.
- Able to operate required equipment in a safe and effective manner.
- Basic computer skills including Microsoft Office and Building Automation Systems software.
- Excellent written and verbal communication skills.
- Take opportunities to participate in continuing education to enhance job skills and responsibilities, including all mandatory in-services.

OTHER:

- Location: Wellington Terrace, Fergus Ontario