

## **MAINTENANCE ATTENDANT**

REPOST

<b>DEPARTMENT:</b>	<b>MAINTENANCE</b>
<b>REPORTS TO:</b>	<b>DIRECTOR, FACILITIES &amp; PROJECTS</b>
<b>STATUS:</b>	<b>PERMANENT PART TIME</b>
<b>SHIFT:</b>	<b>ALL SHIFTS</b>
<b>COMPENSATION:</b>	<b>\$22.40/hr - \$24.269/hr</b>
<b>UNION:</b>	<b>SEIU</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL &amp; EXTERNAL CANDIDATES</b>
<b>DATE POSTED:</b>	<b>SEPTEMBER 21, 2022</b>

### **POSITION DESCRIPTION:**

This Maintenance Attendant Position is a Service Role for maintaining reliable operations to all HHS sites. The Person will need to interact with multiple Staff, Patients, Residents, Visitors and Contractors requiring professionalism, Customer Service, and the ability to listen and build essential relationships.

This Position is responsible for the preventative maintenance routines, routine inspections of key operating systems (Fire System, Diesel Fire Pump, Back Up Generator, etc.), and repairing and maintaining equipment, buildings, and a safe, healthy and reliable environment. To achieve this, the Maintenance Attendant routinely inspects and diagnoses problems, determines and coordinates solutions, frequently checks drawings, repair manuals, parts catalogs and Suppliers, and predictively replaces or fixes worn or broken parts, where necessary, or makes adjustments to correct malfunctioning equipment.

The Maintenance Position is responsible for compliance to applicable Regulations and Codes governing Health Care Facilities. The Position is responsible for the reliable operation of the Building Systems and maintaining Heating Ventilation and Air Conditioning (HVAC) requirements including after-hours On-Call services when required. The Position is responsible for maintaining the appearance, physical condition and safety of buildings.

The Position is responsible to work with the Building Automation System, and a Computerized Maintenance Management System to complete inspection checklists and work orders on assigned schedules. Routinely inspects operating temperatures, filters pressures, drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions. The Position is responsible for ordering parts, coordinating Contractor services, Heliport Security, and maintaining safe access to Facilities during severe weather and winter conditions.

### **QUALIFICATIONS:**

- Must have Grade 12 or equivalent education.
- Preference Given to applicants that have post-secondary education and/or significant maintenance experience in a similar environment.
- General building maintenance skills and abilities
- Valid driver's license.
- Excellent interpersonal skills.

In addition, the successful candidate must be available to work day, evening and night shifts, along with weekends and statutory holidays and on-call shifts as required. An ability to attend work on a consistent basis is also a requirement.

### **SUBMIT APPLICATION AND RESUME TO:**

**Human Resources**  
**Haliburton Highlands Health Services**  
**Box 115, Haliburton, ON K0M 1S0**  
**E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)**  
**Fax: 705-457-4609**

### **PLEASE QUOTE JOB NUMBER:**

**2022-17**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.