



JOB POSTING
Maintenance Worker
Permanent, Part-Time
(15 hours/week)

Margaret Bahen Hospice, a division of Better Living Health and Community Services, has an opening for the position of Maintenance Worker. The successful candidate is responsible for, but not limited to, general building maintenance, working with contractors, preventative maintenance, engagement of outside maintenance/repair services as required, shipping and receiving functions of the facility and inventory management.

This positions reports to: Administrative Coordinator, Margaret Bahen Hospice

The Successful Candidate for this Position Must Possess the Following Qualifications:

- Completion of high school diploma or equivalent.
- A minimum of 2 years of related work experience. Healthcare experience an asset.
- Current *Workplace Health and Safety Certification* or willingness to complete certification training within 1 year of hire.
- Successful completion of Vulnerable Sector Screening within one month of employment.
- Ability to multi-task in a busy environment.
- Ability to train staff members on various systems and procedures.
- Technical skills required to complete basic facilities maintenance.
- Working knowledge of legislative requirements typical to residential healthcare facilities including but not limited to the Ontario Fire Code, Occupational Health and Safety Act.
- Strong interpersonal skills and ability to work independently.
- Rudimentary knowledge of mechanical systems (e.g. HVAC, electrical systems).

The Successful Candidate for this Position Must be able to:

- Develop and implement a preventative maintenance schedule for the facility equipment, mechanical systems, and residential facility.
- Ensure that facility supplies are replenished as required.
- Maintain inventory of standard facility supplies in collaboration with the Administrative Coordinator, Food Services Coordinator and Director of Care.
- Maintain a ticketing system and supporting documentation regarding all facility work performed.
- Set up facilities according to daily room booking and utilization requirements.
- Work in collaboration with the Joint Health and Safety Committee to maintain environmental safeguards and ensure the health and safety of employees, residents and facility visitors.
- Perform facility repairs.

- Monitor need for equipment maintenance and repair and work in collaboration with Administrative Coordinator to engage outside maintenance and/or repair services as required.
- Monitor, evaluate, and improve the quality of and maintenance service with a focus on service efficiencies.
- Identify capital requirements and develop a long range plan for these activities in collaboration with the Administrative Coordinator.
- Have flexibility with scheduling in order to respond to unplanned, critical issues
- Work with a palliative population
- Provide services in keeping with the organization's *Mission, Vision and Beliefs* and *Client Declaration of Values*.
- Adhere to the principles and expectations outlined in the *Code of Conduct*.
- Maintain compliance with the policies and procedures of the organization.

LOCATION: Newmarket

SALARY: \$17.74/hour

Please email or fax your cover letter and resume with attention to: Human Resources.

Resumes will be reviewed as they are received, until a candidate is found.

E-mail: hr@myhospice.ca

Fax: 416-510-1104

Please quote ***"Maintenance Worker"*** on the cover letter and e-mail subject line.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes. However, only those granted an interview will be contacted.

No phone calls, please. Thank you.