MICs Group of Health Services

JOB DESCRIPTION

Department:	Building Services	**Position:**	Plant Maintenance Manager/Electrician
Date:	February 2023	**Classification:**	Non-Union/Management
Revised:		**Facility:**	BMH

GENERAL ACCOUNTABILITIES

The Plant Maintenance Manager/Electrician reports to the MICs Director of Building Services and is accountable for all areas of plant and maintenance operations.

NATURE AND SCOPE

The Plant Maintenance Manager/Electrician is a full-time, non-union, managerial position, responsible to the MICs Director of Building Services and is a member of the Building Services Team. This position carries the responsibility for the management and tasks relating to the assigned hospital and/or long-term care home plant and maintenance needs. Specific accountabilities include: 1) Administration; 2) Supervision; 3) Other; 4) Health and Safety and 5) Patient/Resident Safety.

SPECIFIC ACCOUNTABILITIES

1) Administration

- Plan, direct and supervise the work of the hospital and/or long-term care home's plant / maintenance unit and Team Members
- Communicate with building services personnel and contractors
- Order and purchase supplies/equipment/services as required, verify received goods with written orders
- Coordinate activities of the unit to avoid interruption of other services
- Prepare emergency back-up/on-call schedules and respond as required
- Develop and maintain policies and procedures
- Participate in budget planning and capital planning, and manage operational expenses as per hospital processes and policies
- Participate in hospital committees as required
- Participate in Quality Improvement Program
- Prepare operational and capital budgets for the plant/ maintenance unit
- Ensure the timely submission of time sheets to payroll
- Participate and engage in MICs wide Plant Maintenance Team meetings

2) Supervision

- Ensure compliance of CMMS program for preventive maintenance within service areas
- Prioritize reactive maintenance tasks for employees
- Provide guidance and direction in all aspects of maintenance operations
- Supervise, guide and coach maintenance Team Members
- Ensure compliance with Risk Management practices and that equipment is utilized, maintained, and/or repaired appropriately
- Responsible for orientation of new Team Members
- Ensure retraining for personnel as required
- Ensure Team Members maintain their educational competencies as per mandatory education requirements
- Collaborate with the Director of Plant Services and Human Resources when disciplinary matters

arise; engage the MICs Executive Leaders in higher level disciplinary issues
- Complete performance appraisals as per policy guidelines
- Ensure job descriptions are current for all Team Members
- Work on problem solving with other Team Members

3) Other

- Repair, maintain or replace building service equipment as necessary
- Responsible for the coordination of disposal of regular and biomedical waste
- Coordinate projects and the scheduling of project interruptions to hospital operations
- Coordinate security and key distribution
- Consult with/report to the MICs Director of Building Services on plant/building requirements
- Fire Safety Officer - responsible for monthly drills, checks and training
- Attend professional meetings, seminars and workshops as required

4) Health & Safety

- Work in compliance with the Ontario OH&S Act and Regulations
- Use personal protective equipment, clothing and safety devices in accordance with MICs Workplace Health & Safety and/or Infection Control policies and procedures
- Report any known missing or defective equipment to the Supervisor
- Report any known workplace hazard or safety issue to the Supervisor
- Report any known violation of the Ontario OH&S Act and Regulations to the Supervisor
- Use or operate equipment in a way that is not dangerous to self or others
- Participate in WHMIS programs and follow WHMIS information and instructions as required when using hazardous materials
- Comply with policies and processes to eliminate/minimize unsafe acts or conditions including identifying/reporting near miss and actual events
- Comply with MICs Emergency Plan policies and procedures as outlined for each type of emergency as required

5) Patient/Resident Safety for Team Members

- Participate in promoting a culture of patient/resident safety
- Demonstrate a commitment to patient safety by speaking up about patient/resident safety issues and changing practices to reflect and enhance safety
- Participate in near miss and incident reporting through established reporting mechanisms and demonstrate shared accountability for safe practices
- Participate in processes and strategies related to improving patient safety (Team Leaders are responsible to lead the team to establish processes and strategies related to improving patient safety.)
- Demonstrate knowledge of and abide by the requirements of practice for patient safety as outlined by Accreditation Canada (i.e. effective communication, infection prevention and control)
- Participate in initial and ongoing patient safety education and take responsibility for maintaining competency (applicable in long-term positions only)

QUALIFICATIONS

General

- Must have a good working knowledge of electrical, plumbing, pipe fitting, HVAC and carpentry trades
- Must have knowledge of employee relations and ethics
- Must have initiative, sound judgement and the ability to organize workload efficiently
- Must be a team builder and player
- 3-5 years of experience in similar field preferred
- Ability to read and interpret blueprints
- Demonstrate strong organizational skills

- Demonstrate good management skills
- Maintain high degree of confidentiality
- Demonstrate effective communication skills
- Ability to work under pressure in emergency situations
- Must be able to work 37.5/hrs per week and work on-call when required
- Must be able to meet verbal and written English communications skill requirements
- Must have valid driver's license and reliable transportation

Educational

- Certificate or Diploma from Community College or equivalent
- Certification as Red Seal Electrician

Desirable

- Ability to provide/meet French communications skill requirements would be considered an asset.

The preceding described duties are representative and should not be construed as all-inclusive.