



## POSITION DESCRIPTION

**POSITION TITLE:** Summer Maintenance Student

**RESPONSIBLE TO:** Director Finance & Human Resources

### GENERAL ACCOUNTABILITES:

*The Summer Maintenance Student worker serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Summer Maintenance Student worker is an essential member of the client-centred health professional Team. The Summer Maintenance Student worker will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

### SUMMARY OF FUNCTIONS:

To ensure a safe and accessible physical environment, assist in the maintenance of the physical plant, assess and oversee minor repairs to the building. Perform light maintenance work.

### SPECIFIC DUTIES may include:

- Implementation of physical plant standards and policy, troubleshoot and coordinate minor building repairs, maintain a current list of all repairs needed, coordination of building trades for repairs, assist with any maintenance of grounds not covered by external services
- Installation, repairs and maintenance of minor equipment, furniture, racks, cupboards and painting as needed
- Oversee equipment/supply shipping, planning and receiving (deliveries and pickups as needed)
- Coordinate with external vendors to ensure maintenance plans are up to date
- Be the primary contact person with all contractors
- Communicate promptly with management and external vendors as and when any issues arise
- Seeking out quotes for purchasing services or building equipment/supplies
- Moving furniture and equipment from different sites as needed
- Addressing emergencies as they arise (after hours may require)
- Able to lift up to 50 lbs
- Any other duties as assigned

### QUALIFICATIONS:

- Valid driver's license
- WHMIS certification and working knowledge of the Fire Code and Health and Safety Act
- Maintenance background – mechanical / mill work knowledge
- Flexible work hours (occasional after hours or weekends)
- College or University Student
- Candidate must be returning to school in September 2025.

I understand the requirements, essential functions, and duties of the position.

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Employee Signature

Date:

Revised: February 2025