



## POSITION DESCRIPTION

**POSITION TITLE:** Facilities Support

**RESPONSIBLE TO:** Chief Information Officer & CPO

### GENERAL ACCOUNTABILITES:

*The **Facilities Support** 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 Facilities Support worker is an essential member of the client-centred health professional Team. The Facilities Support 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
- Reliable Vehicle - truck would be an asset (must be self-insured)
- Maintenance background – mechanical / mill work knowledge
- Flexible work hours (occasional after hours or weekends)

Revised: November 2023