

VILLA CATHAY CARE HOME SOCIETY

JOB DESCRIPTION

JOB TITLE: Maintenance Worker V

Department: Environmental

Report to: Director of Facility Services

Classification: FBA Grid 23

JOB SUMMARY:

Reporting to the Director of Facility Services, the Maintenance Worker V assists to implement the scheduled preventive maintenance plan, performs repairs and heavy cleaning to upkeep the building, the ground, and other associated equipment and appliance. The incumbent will be responsible for daily, weekly, and quarterly pre-established inspection and maintenance tasks and will liaise with and supervise the external contractor. The maintenance worker V will work closely with the resident and the care team to respond to handy-works that positively influence residents' health, safety, and wellbeing.

This position may also participate in minor construction as per the facility and Worksafe BC guidelines to enhance safe and sanitary residential care environment. All Villa Cathay employees takes responsibility to contribute to a pleasant, friendly, and person-centered care environment where all residents can experience the home atmosphere.

Key DUTIES AND RESPONSIBILITIES:

1. Conduct daily, weekly, and quarterly inspection and maintenance. Correct problems and glitches identified through inspection.
2. Respond to the repairs requested by the resident or identified by other team members, such as replacement of parts, fixtures, broken and worn parts. Follow up with unresolved requests and meet the pre-established response time to rectify the malfunction items.
3. Perform electrical and mechanical repairs of equipment, including the whole unit such as washers, dryers, autoclaves, or essential parts such as drive unit, electric motor, control valve, etc.
4. Maintain equipment, appliances, materials, and supplies for assigned duties and work area in a proper working condition.
5. Perform handy works per the request of residents or the team, installation or assembly of an appliance, putting up fixtures safely and according to worksafe BC guidelines and professional standards.
6. Follow a regular maintenance schedule and implement the routine cleaning of window, ceilings, and air vents and ducts. Schedule and supervise the external contactor in performing and completing the maintenance.

7. Perform and oversee the routine building maintenance Install and perform both minor and major changes to plumbing, electrical, and mechanical fixtures and systems
8. Construct items such as walls, doors, floors, ceilings, and windows by framing, applying and finishing materials such as drywall, wood paneling and floor coverings. Select and perform plastering, painting, and wall coverings.
9. Transports heavy furniture/delivery goods/ equipment manually or by using aides such as dollies and carts. Record, monitor the amount of inventory and supplies, and place order when applicable.
10. Following the facility procedures, clean indoor public areas including, but not limited to, residents' room, hallways, dining rooms, staff lounge, and stairways by techniques such as sweeping, wet mopping, scrubbing, stripping, sealing, buffing and polishing.
11. Assemble appliances. Construct and design furniture.
12. May supervise Janitor II and volunteers. Coordinate work schedule and assignment and conduct performance review.
13. Perform other related duties as assigned.

QUALIFICATIONS

Education, Training and Experience

- Grade 10 plus 4 years recent related experience or a combination of education, training, and experience.
- Thorough knowledge on electricity, plumbing, and building repairs.
- Valid BC Driver's license (Class 4 preferred)
- Certificate on electrical, mechanical, plumbing or construction preferred

Knowledge, Skills, Abilities and Attributes

- Knowledge in safe practice in electrical, plumbing, and other building repairs.
- Ability to communicate effectively both verbally and in writing.
- Ability to collaborate with others and to contribute to a team environment
- Physical ability to carry out the duties of the position
- Ability to organize and prioritize work according to the organizational goals
- Ability to operate related equipment
- Ability to learn and be open-minded
- Ability to read, write, and speak Chinese an asset