



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Custodian	
Position Number(s)	Community	Division/Region(s)
87-14576	Colville Lake	Sahtu Region/Sahtu

## PURPOSE OF THE POSITION

To ensure that the Colville Lake Health Station is a clean, safe and secure environment, while monitoring, providing, and evaluating routine building and equipment maintenance in compliance with infection control practices and occupational health & safety standards. The Incumbent is a valued member of the Territorial Health & Social Services Team, who contributes daily to the infection control of the Colville Lake Health Station.

## SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) administers all regional health and social services delivered to 4 community Health and Social Services Centers and 1 Community Health Station in the Sahtu Region. The NTHSSA provides and supports the delivery of health and social care services to adults and children on an outpatient & outreach basis in order to enhance healthy communities' well-being through excellence, accountability, and respect for regional diversity.

Located within the Colville Lake Health Station reporting directly to the Nurse-In-Charge (NIC) in Norman Wells, this position is responsible for the day-to-day operational maintenance and safety of the Colville Lake Health Station. This position provides the first level of safety and security for the building. The incumbent provides custodial services as required to ensure all legislated infection control and Occupational Health & Safety standards are met for the Colville Lake Health Station. The incumbent also provides and/or arranges for routine building and equipment maintenance.

## **RESPONSIBILITIES**

### **1. Perform general maintenance and custodial functions by:**

- Collecting and disposing of all garbage and biological waste materials in a safe manner;
- In consultation with the Nurse in Charge, prepare a schedule for custodial tasks;
- Handling all Hazardous Waste Materials for transportation as per Transportation of Dangerous Goods legislation;
- Inspecting the Centre each day of work to ensure the safety and functionality of all electrical equipment, in conjunction with Department of Public Works (DPW): replacing fuses, light-bulbs or fluorescent tubes as required; inspecting power cords and extension cords for safety, and arranging for repair or replacement as necessary;
- In cooperation with all personnel, preparing, implementing and monitoring a schedule for major Custodial tasks, such as window washing, wall washing, flooring stripping/waxing and other cleaning;
- In keeping storage rooms and traffic areas clean, and free of obstacles; disposing of surplus or dangerous items according to written policy;
- Inspecting and maintaining maintenance supplies in an orderly manner;
- Keeping all exit doors well maintained and free of obstacles such as snow, etc. to ensure unimpeded egress in case of emergency;
- Ensuring grounds are kept neat and free from fall risks and other obstacles;
- Taking instruction and direction from visiting maintenance personnel including but not limited to: Fire Marshall, Environmental Health Officer, Department of Public Works and/or Workers Safety and Compensation Commission (WSCC) inspectors.

### **2. Perform first level safety and security duties by:**

- Remaining alert to client, staff, and visitor safety;
- Checking for fire hazards, illegal entries, and tampering;
- Promoting and maintaining surveillance of fire and safety protection to ensure readiness of people and equipment to deal with hazardous situations;
- Disseminating information (directives, bulletins) relating to fire and safety;
- Liaising with Fire Chief and others in participating in planning for mutual assistance in emergency or disaster situations;
- Keeping the Fire Exit plan clearly visible and ensuring all staff, including visiting or casual staff, are aware of it;
- Ensuring that Fire Extinguishers and hoses are serviced in accordance with regulations;
- Participating in Occupational Health & Safety activities;
- Ensuring that Emergency Lights are functional, and ensuring that lights and equipment are turned on or off as appropriate;
- Reporting all safety concerns to the Nurse in Charge and the Occupational Health & Safety Committee;
- Being willing to participate in on-going training in Occupational Health & Safety, including but not limited to Fire Prevention and Management, Handling of Dangerous Goods, WHMIS, and Non-violent Crisis Intervention.

**3. Perform other related duties as required, under the direction of the Nurse in Charge.**

- May be called upon to travel to another community to provide assistance with the operations of another Health and Social Services Centre and/or provide orientation, knowledge, and expertise in a particular field;
- May be requested to assist staff with patient care during an emergency situation or as directed by the supervisor.

**WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

**Physical Demands**

Bending, reaching, standing, walking, lifting and moving heavy objects and patients. Long periods of time standing may be required. Time spent reading safety and infection control documents. Time spent at a computer conducting research regarding safety and infection control. Janitorial duties such as vacuuming, washing windows, cleaning walls and light fixtures, and occasionally moving furniture can lead to physical fatigue. Mowing the lawn in the summer as needed. Shoveling snow in the winter as needed.

(Daily - 1 hour – Moderate)

**Environmental Conditions**

Exposure to hazardous goods, toxic chemicals, and equipment. Exposure to fumes from cleaning supplies. Possible exposure to infectious disease. Involved in handling cleaning supplies and hazardous goods (i.e. sharps), as well as working with electrical and mechanical equipment

(Daily - 15-30 minutes – Moderate)

Cold working conditions. Time spent clearing pathways, stairs, and disposing of garbage may be during extreme weather conditions

(Daily x 6 months - 30 minutes – Moderate)

**Sensory Demands**

Required to competently operate a motor vehicle

Required to operate specialized equipment to very exacting tolerances

Exposure to hazardous goods, toxic chemicals, and equipment

Exposure to fumes from cleaning supplies

(Daily - 1 hour – Moderate)

## **Mental Demands**

Supervision from a distance

Inconsistent supervision/supervisor

Working areas in which ill or injured patients are admitted can be stressful (i.e. managing spills of blood fluids or hazardous chemicals)

Stress can result from direct exposure to death and serious injuries

Exposure to other people who are under stress, and may behave in a rude or aggressive manner can be very emotionally taxing.

High staff turnover of health care professionals, including the Nurse-in-Charge, can lead to mental fatigue

(Daily - 15 min+ - Moderate)

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently
- Ability to work unsupervised
- Ability to maintain confidentiality
- Have an interest in the community
- Ability to lift approximately 50 lbs.
- Ability to understand, speak, read, and write fluent English
- Valid Class 5 Driver's license

## **Typically, the above qualifications would be attained by:**

- Completion of Grade 12
- At least 1- year basic janitorial, mechanical or carpentry experience and the appropriate training programs (i.e. WHMIS).
- Experience in a Health Care Facility is preferred.
- Equivalencies will be considered.

## **ADDITIONAL REQUIREMENTS**

### **Sahtu Health & Social Services Authority Requirements**

The Incumbent must be able to acquire, within a reasonable time frame, and remain current with the following training and certifications:

- Certification in basic CPR/AED and First Aid
- WHMIS Training
- Transportation of Dangerous Goods Training
- Janitorial Training

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one)

- French required
- French preferred
- French not required