



IDENTIFICATION

Department	Position Title	
Infrastructure	Hospital Maintenance Supervisor	
Position Number	Community	Division/Region
33-11314	Inuvik	Beaufort Delta

PURPOSE OF THE POSITION

As part of the Facilities Management section for the Department of Infrastructure, Beaufort Delta Region, the Hospital Maintenance Supervisor supervises and operate repairs, maintains and enhances Northwest Territories Health and Social Services Authority – Beaufort Delta Region (NTHSSA – Beaufort Delta) assets, in addition to providing client support to meet operational needs and emergency responses. This position works in accordance with major safety, engineering, and building-system standards (Hospital CSA, UL, ASME, NFCC, ASHRAE), that govern how healthcare facilities are designed, constructed, operated, and maintained, as well as manufacturers and accreditation, so that assets are maintained in optimum condition. This position works within Government of Northwest Territories (GNWT) acts and regulations, hospital policy and procedures, and building codes to ensure a safe and comfortable environment for patients, staff and visitors.

SCOPE

This position is located in Inuvik and reports to the Facilities Manager. The scope of activities undertaken includes responsibility for the operation and maintenance (O&M) of four buildings in Inuvik, many of which are large, complex, computer-controlled industrial structures requiring specialized knowledge to manage effectively.

Duties include operating building heating and mechanical systems, as well as monitoring and maintaining indoor air quality and occupant comfort. The role involves inspecting, testing, repairing, and maintaining Direct Digital Control (DDC) equipment that supplies electricity, steam, heat, refrigeration, air conditioning, compressed air, gas, and ventilation within the facilities. It also includes scheduling and performing both minor and major repairs on all heating and mechanical equipment and using DDC systems to control air, heat, lighting, and ventilation.



The position reviews work orders with contractors, monitors contractor activity, and initiates contracts within an assigned spending authority of \$50,000. The role further manages contract performance up to \$100,000 and oversees approximately 5,000 hours of contractor work. In addition, it liaises with client consultants, construction contractors, and Project Officers for Capital and O&M projects. Within the defined scope of service, the position holds authority to determine the most effective methods to achieve approved outcomes while meeting client needs, budgets, standards, and processes. The role carries a significant level of responsibility for ensuring the safety and comfort of patients, staff, and visitors.

The incumbent supervises a team consisting of a Hospital Engineering Technician, a Stationary Engineer Trainee, and an on-site Maintenance Worker, and may occasionally oversee the Plumber, Carpenter, Electrician, or Apprentices as required.

RESPONSIBILITIES

1. Manage, monitor and report on mechanical operation and performance of building systems, taking corrective action to ensure safe, efficient and effective operations.

- Ensures GNWT assets are maintained in compliance with applicable legislation, codes and standards.
- Ensures work performed by staff and contracted service providers is done in a safe manner and in compliance with applicable legislation and departmental directives.
- Monitors performance of buildings, reviewing problems with staff and agrees on possible solutions, then initiates corrective action.
- Inspects buildings to identify deficiencies in condition.
- Advises Facilities Manager of solutions and options for problems that cannot be corrected through normal operational or maintenance procedures.
- Plans and coordinates repairs, develops work plans and meets regularly with clients to review progress and quality of work.
- Monitors the work of maintenance contractors to ensure their work meets contract and technical specifications.
- Inspects building's mechanical systems, heating systems, ventilation systems, and equipment housed within assigned buildings as directed by the Maintenance Management System (MMS) manual and as per code.
- Applies prescribed building and equipment legislated inspection and maintenance procedures as outlined in the MMS.
- Conducts boiler water testing and add chemicals to prevent corrosion.
- Conducts combustion analysis on boilers.
- Adjusts boilers to ensure energy efficient operations.
- Completes computerized assessments on building's heating problems with Direct Digital Control (DDC) systems.



- Identifies and diagnoses problems and potential problems with building's equipment, systems and DDC systems.
 - Reports inspection and maintenance plan on work orders.
 - Initiates response to urgent and/or emergency situations, and evaluates, stabilizes and reports to the Facilities Manager.
 - Completes work orders and records information on computerized tracking system.
- 2. Provide supervision, direction and support to trades people to ensure staff can perform their assigned duties.**
- Supervises employees to manage work quality and work scheduling, approves leave, issues disciplinary action, and completes performance reviews.
 - Assists tradesman in emergency situations like major building system failures.
 - Schedules overtime and standby.
 - Appraises performance of staff on a regular basis and counsels in training and career options.
- 3. Service and repair mechanical equipment and systems as part of legislated and regular preventative maintenance to ensure safe and efficient operation and economic life cycle.**
- Services and repairs boilers, humidifiers, air handling units, dampers and related control systems and components.
 - Lubricates equipment.
 - Replaces (worn-out) components belts, pulleys, and filters.
 - Checks and replaces mechanical insulation if required.
 - Replaces or refurbishes defective components on all mechanical equipment.
 - Initiates contract repair process.
 - Reviews work schedules with contract workers.
 - Performs heating, ventilation and air conditioning (hvac), plumbing and mechanical equipment repairs.
- 4. Maintain, adjust and repair pneumatic and electronic HVAC control systems and equipment to ensure proper operation.**
- Inspects, services and repairs pneumatic and electronic HVAC control systems and equipment.
 - Adjusts settings and schedules on the DDC systems if and when required.
 - Provides onsite support to DDC suppliers for remote diagnostics and troubleshooting.
 - Assists the DDC supplier technicians with the scheduled preventative maintenance and system updates.
 - Identifies and reports needed maintenance and repairs.
 - Monitors contract workers.
 - Completes work orders and reports.



5. Perform Duty Officer functions at the hospital to ensure a quick response after hours and to comply with regulations for units requiring after-hour maintenance.

- Acts on 'Standby-on call' for 24 hours for a one-week period on a regular rotation to respond to problems.
- Performs scheduled mechanical checks required by the *Boilers and Pressure Vessels Act*.
- Responds to all emergency calls and alarms while on standby.
- Evaluates, corrects, or stabilizes the situation when called out.
- Repairs problem if required before the next regular shift.
- Calls Facilities Manager if beyond scope of practice.
- Develop rapport with community representatives.

6. Provide a supporting role in hospital emergency response through:

- Established processes and roles in support of several hospital emergency response plans, such as fire, mass casualty, staff assistance, bomb threats, elevator rescues, chemical spills, loss of utilities, equipment system failures.
- Providing a primary decision and support role during absence of authority during evenings and weekends for emergency responses.
- All of these responses will present situations where there is a threat of injury, property damage or a decrease in client comfort.

WORKING CONDITIONS

Physical Demands

Over 50% of time is spent at substantial work such as climbing and/or balancing, stooping, kneeling, crouching and/or crawling, reaching or handling. The position involves lifting from 10 to 25 kilograms on a regular basis and heavier weights from time to time. This position is expected to work with professional tools on a frequent basis, some of which are very hazardous if not applied correctly.

Environmental Conditions

Over 50% of the time this position is substantially exposed to fumes, temperature, chemicals, loud noise and scalding steam a considerable amount of the time while maintaining and servicing buildings and systems. The incumbent may be exposed to infectious substances and toxic substances when working with sewage systems. The position involves outside work where temperatures are extreme for several months.

Sensory Demands

Over 25% of this position requires a moderate amount of feeling, hearing and seeing, in terms of acuity far and near, depth perception, accommodation, color vision and field of vision, as this



position routinely works with complex environmental system, equipment and devices. Operational condition checks, fault repairs, and maintenance service required concentrated levels of attention to discern conditional discrepancies and safely conduct corrective actions.

Mental Demands

The incumbent is required to be on 24 hours standby one full week including weekends. The position can be stressful in that there is a large amount of work to organize and emergency situations constantly present. In addition, complications from clients and the public in general can constitute an added dimension of stress to the position

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of commercial building heating, ventilation, and air handling systems, aboveground water and sewage systems, as they relate to the maintenance practices of large commercial institutional buildings, residential buildings, and municipal works in a northern setting with extremes in temperature range.
- Knowledge of concepts of planning and controlling work costs associated with the work within a maintenance management area.
- Knowledge and proficiency with all mechanical and building trades.
- Skills in both verbal and written communications, computer applications including: CMMS (Computerized Maintenance Management System), Word Processing, Spreadsheets, DDC (Direct Digital Control Systems), contract tendering, monitoring and inspection, use of specialized testing equipment and supervision of staff.
- Ability to diagnose faults, recommend remedial work including material requirements, to inspect as per codes and to recommend and authorize contract payments.
- Ability to monitor and inspect work performed by contracted trades people to ensure they are working safely and using good construction practices.
- Ability to lead and motivate staff and contracted trades people to work efficiently and effectively in the performance of their duties.
- Ability to work in a cross-cultural environment.
- Knowledge of vehicle and equipment maintenance and project management theory and practices to identify when maintenance is required, prepare project specifications and accept completed work.
- Knowledge of contract tendering and administration (from the preparation of documents to contract award) to administer maintenance contracts.
- Organizational, problem solving, and interpersonal skills (negotiating and dispute resolution) to deal with engaged or potential contractors.
- Verbal and written communication skills to exchange information with Department colleagues, client departments and contractors.



Typically, the above qualifications would be attained by:

Certification as a plumber with an Oil Burner Mechanic certificate with two years of supervisory experience including one year of experience in project management and tendering/contract administration.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A Class 5 driver's License

Certification as a 5th Class Power Engineer within one year of hire.

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 if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
- READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
- WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred