



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Maintenance Technician	
Position Number	Community	Division/Region
87-8430	Norman Wells	Operations/Sahtu

PURPOSE OF THE POSITION

The Maintenance Technician is required to ensure the Sahtú Got'iné Regional Health and Social Services Centre and the Sahtú Dene Nechá Kó Long Term Care Facility in Norman Wells is a clean, safe and secure environment by performing general maintenance functions, first level security and materials management for the facility all in compliance with infection control practices.

SCOPE

The Northwest Territories Health and Social Services Authority (NTHSSA) is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłıchʔ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłıchʔ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

The position is located in the Sahtú Got'iné Regional Health and Social Services Centre and the Sahtú Dene Nechá Kó Long Term Care Facility in Norman Wells. The NTHSSA is responsible for the effective delivery of health and social services in the Sahtu Region. The geographical area of responsibility comprises the Sahtu Region residents living in 5 communities: Tulita, Deline, Norman Wells, Fort Good Hope and Colville Lake.

The position reports to the Regional Manager, Operations, and is responsible for the day-to-day operational maintenance, security and safety of the facility through the provision / arrangement of routine building and equipment maintenance and materials management.

The incumbent performs all duties associated with shipping and receiving of products to and from the facility. The incumbent ensures all legislated Infection Control, Occupational Health & Safety (OHS) standards, and transportation of dangerous goods standards is met. This position is required to be on standby in case of a facilities emergency.

RESPONSIBILITIES

1. Perform general maintenance functions.

- Prepare, implement and monitor schedule for the preventive maintenance of all NTHSSA equipment at the facility that NTHSSA is responsible for.
- Keep storage rooms and traffic areas clean, and free of obstacles; dispose of surplus or dangerous items according to written policy.
- Inspect and maintain tools and maintenance supplies in an orderly manner.
- Receive instruction and direction from visiting maintenance personnel, and/or Workers' Safety and Compensation Commission (WSCC) Inspectors.
- Ensure while completing work inside the facility that Z317.3 standards are maintained and adhered to at all times.
- Participate in an on-call rotation in case of equipment or facility emergencies.
- Replace empty oxygen cylinders with full ones to ensure a supply is available at all times, while ensuring that tanks (full or empty) are handled and stored safely and arrange return of empties.
- Must be available as per the Standby Schedule to respond to facilities emergency.

2. Perform first level safety and security duties.

- Remain alert to patient and staff safety.
- Check for fire, fire hazards, illegal entries, tampering, and malfunctioning equipment.
- Promote and maintain surveillance of fire and safety protection to ensure readiness of people and equipment to deal with hazardous situations.
- Disseminate information (directives, bulletins) relating to fire and safety and infection control.
- Liaise with Fire Chief, Community Emergency Measures Organization (EMO), and participate in planning for mutual assistance in emergency or disaster situations.
- Keep the Fire Exit plan clearly visible and ensure all staff, including visiting or casual staff are aware of it.
- Participate in Occupational Health & Safety committee.

- Ensure all Emergency Lights are functional, and that lights and equipment are turned on or off as appropriate.
- Monitor security systems.
- Be alert to escalating aggressive behaviour of clients and visitors, and prepare to intervene non-violently, or contact Law Enforcement personnel as indicated.
- Attend to emergency response to duress alarms.
- Monitor and respond to facility/building alarms.
- Report all safety concerns to the Regional Manager, Operations, and the Occupational Health & Safety Committee.
- Participate in on-going training in Occupational Health & Safety, including Fire Prevention and Management, Handling of Dangerous Goods, WHMIS, and Non-violent Crisis Intervention.
- May have to assist lifting or maneuvering patients with various mechanical lifts.

3. Perform Materials Management functions to provide shipping/receiving, inventory control services and procurement; ensure appropriate and safe storage of supplies.

- Prepare, and transfer shipments for transportation by air, land and water.
- Ensure all Hazardous Waste Materials including bio-medical waste is stored in accordance to regulations.
- Prepare all Hazardous Waste Materials for transport including bio-medical waste.
- Receive shipments and reconcile goods with Bills of Lading and/or Packing Lists.
- Check goods for possible damage occurring in transit.
- Ensure that a current Material Safety Data Sheet (MSDS) is easily available for all potentially hazardous chemicals and substances received and/or kept at the Facility.
- Notify each department of damaged or missing items, and initiate the claims procedure.
- Monitor the on-hand inventory of all clinical and non-clinical supplies, excluding pharmacy supplies, and advising department manager when stock is required.
- Maintain inventory system as required to ensure received and usage of stock is inputted.

4. Maintain stock levels on clinical and non-clinical supplies for other Health and Social Services Centres in the Sahtu Region.

- Receive orders of clinical and non-clinical supplies from the health and social services centres in the Sahtu.
- Fill orders from health and social services centres while advising finance so they can invoice accordingly.
- Maintain stock levels to ensure there's adequate stock on hand at all times.
- Input/receive goods in the approved electronic system/format.

WORKING CONDITIONS

Physical Demands

The Maintenance Technician completes a variety of tasks such as bending, reaching, standing, walking, lifting and moving heavy objects and patients.

Environmental Conditions

Incumbent will be exposed to hazardous goods, toxic chemicals, and infectious diseases and will handle cleaning supplies and hazardous goods (i.e. toxic fumes, sharps), as well as work with electrical and mechanical equipment. Time spent clearing pathways, stairs, and disposing of garbage may be during extreme weather conditions.

Sensory Demands

Incumbent uses multiple senses to be on the alert for escalating aggressive behaviour of clients and visitors, and prepared to intervene non-violently, or contact Law Enforcement personnel.

Mental Demands

Living in a small isolated community with limited personal privacy; conflicting priorities, time restraints, and constant interruptions contribute to the demands of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of material management, shipping / receiving, inventory control and procurement.
- Ability to competently operate a motor vehicle; and specialized equipment to very exacting tolerances;
- Organization skills and ability to deliver a wide variety of services.
- Mechanical skills and abilities.
- Ability to evaluate whether standards are being met or exceeded.
- Ability to inspect and maintain tools and maintenance supplies.
- Leadership abilities and verbal and written communications skills.
- Computer skills to maintain the procurement, inventory, shipping/receiving and preventative maintenance programs and systems.
- Ability to acquire knowledge and continuously upgrade skills relating to Occupational Health and Safety.
- Ability to maintain strict confidentiality.
- Capable of lifting items weighing up to approximately 50 lbs.

Typically, the above qualifications would be attained by:

- High School Diploma / Secondary School Diploma (Grade 12), and
- Two (2)+ years of material management, mechanical, or shipping/receiving experience as well as the appropriate safety training programs.
- Experience in a Health Care Facility is an asset.

ADDITIONAL REQUIREMENTS

- Proof of immunization in keeping with current public health practices is required.
- Current CPR/AED and First Aid Certification.
- WHMIS and Transportation of Dangerous Goods (TDG) training.
- Possess a valid driver's license to operate a vehicle.

Position Security

- 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