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## VACANCY POSTING

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**Vacancy:** Maintenance Personnel

**Description of Position:** Casual

**Number of Vacancies:** 1 Position

**Unit:** Building Services

**Employee Group:** CUPE Service

**Wage Grid:** \$27.76 - \$28.79

**Shift Work:** May be required

**Weekend Work:** May be required

**Date Posted:** December 29, 2025

**Closing Date & Time:** January 5, 2026 at 1700 hours

**Reference Number:** #25-231 CAS MAINTENANCE PERSONNEL

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### ROLES AND RESPONSIBILITIES

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#### PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centrepiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

#### SUMMARY OF POSITION:

Reporting directly to the Manager, Building Services, the Maintenance Personnel is responsible for the general and preventative maintenance of the physical building, grounds, and equipment. Participation in the CQI process as a team member in assessing quality and making recommendations for improvement is essential. Responsible for the preventative maintenance inspections, necessary lubrications, adjustments and/or repairs etc. for areas of general maintenance and hospital equipment. Assists other staff as required and participates as a member of hospital response team.

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### NATURE AND SCOPE OF WORK

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#### PREVENTATIVE MAINTENANCE

A regular preventative maintenance program related to:

- The Physical buildings, with respect to:
  - Ceiling/wall patching and painting
  - Minor flooring and mop-board repairs

- Cleaning and painting of all exterior and interior doors and windows except those in Power House of Mechanical Room areas
- Minor repairs to the roof, windows, doors and the rest of the building envelope
- Maintain all doors and related hardware in a properly functioning manner
- Assist outside contractors and trades people as required
- The hospital grounds, with respect to:
  - Picking up debris and pulling weeds
  - Cutting the grass, trimming hedges and pruning trees
  - Keeping benches and tables in proper repair
  - Seasonal snow and ice removal and entranceway salting as required
- The physical equipment within the building, with respect to:
  - Patient equipment and general furniture repairs
  - Medical and support equipment
  - Carpentry and incidental renovations
  - Sinks, toilets and all incidental plumbing fixtures and drain lines

#### **OTHER DUTIES**

- Set up furniture for hospital meetings
- Responsible for landfill garbage disposal, beyond that handled by outside contract
- Emergency local purchases
- Clean up work sites and maintenance workshop at the end of each working day
- Maintain accurate records of all maintenance work done through the Job Requisition program
- Keep supervisor advised with respect to parts and stock depletion and to keep the parts stock area clean and organised
- Advise the supervisor of jobs arising, which require the services of outside professionals
- Perform duties as described in the hospital fire manual
- Perform duties as described in the hospital disaster manual
- Wear necessary safety equipment and follow specified safety procedures while performing duties
- Patient Safety

#### **FINANCIAL RESPONSIBILITIES**

- To be cognizant of budgetary constraints, utilize material resources, supplies and equipment in a safe, cost-effective manner

#### **APPROVAL REQUIREMENTS**

- Decision or duties performed without reference to Supervisor:
  - Day to day operation and routine repairs of building systems and demand requisitions
- Decision with consultation/approval of Supervisor:
  - Major repairs
  - Purchase of equipment/supplies
  - Equipment safety concerns

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## QUALIFICATIONS

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- Recognized Building Maintenance Certificate and/or recognized building trade license i.e. Carpenter
- Valid Driver's license with no infractions that would affect hospital insurance rates (determined by Hospital insurance carrier)
- Working knowledge of the application and purpose of preventative maintenance systems an asset
- Ability to work under minimum supervision
- Knowledge of basic electrical, painting, masonry, plumbing, carpentry, and welding
- Computer knowledge an asset
- Ability to handle the demands of physical labour as required to complete duties and responsibilities
- Must be willing to work in a co-operative manner with other staff and contractors, lending assistance, guidance, and expertise

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## ALIGNMENT WITH WDMH COMMITMENT STATEMENT

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The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

***Our Commitment***

*We are here to care for our patients with compassion - close to home and with our partners.*

*We pursue excellence in all we do.*

*We are one team. We value respect, accountability, innovation, and learning.*

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## APPLICATION INFORMATION

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Further information is available from **Sam Hutchingame at extension #6209**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Corporate Manager - Recruitment, Compensation and Benefits at [bfancey@wdmh.on.ca](mailto:bfancey@wdmh.on.ca). When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

**At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.**

Accommodations are available on request for candidates taking part in all aspects of the selection process.