



## **JOB DESCRIPTION**

Title: **Groundskeeper/Maintenance Helper**

Summary: Under the supervision of the Maintenance Department Manager, assists with the maintenance and repair of equipment and the physical plant. Transports supplies, equipment and building waste within the organization. Maintains the grounds including, parking areas, lawns, trees, shrubs, and flowers to ensure they are safe and esthetically appealing to patients, visitors and staff.

### Responsibilities:

1. Assists with equipment monitoring and maintenance as assigned e.g. repair of small mechanical equipment, cleaning,
2. Performs minor building maintenance and renovation projects e.g. painting, mounting equipment, etc.,
3. Collects soiled linen and garbage for transfer to a central area,
4. Distributes Oxygen Tanks to the units (including T size tanks),
5. Assist the Maintenance Manager or HVAC Mechanic as required,
6. Involved in recycling collection and re-use projects,
7. Delivers bulk supplies to designated departments e.g. dialysis supplies, bulk diapers etc.,
8. Assists with moving and relocating equipment, furniture, and supplies,
9. May be required to perform courier services,
10. May be required to prepare courier packages and accept incoming shipments,
11. Maintains flowerbeds, shrubs and trees by planting, watering, fertilizing, weeding, pruning, and edging of flowerbeds,
12. Mows, trims, waters and maintains all lawn areas,
13. Maintains the cleanliness of the grounds through raking, shoveling, sweeping and removing debris,
14. Snow removal,
15. Keeps all sand and salt containers full and accessible,
16. Responsible for maintenance of hand tools related to grounds and repair,
17. Inspects and maintains lawnmowers, snow blowers, patio furniture etc.,
18. Mail pickup at Post Office and occasional errands into town with personal vehicle,
19. Identifies and reports equipment and process problems appropriately,
20. Performs all procedures in a safe manner, in accordance with the department and hospital occupational health and safety policies including WHMIS,
21. Accurately and consistently adheres to all Departmental and Hospital policies and procedures,
22. Contributes to, and participates in continuous quality improvement initiatives to advance the departments functions,
23. Performs any other related duties as assigned/required.

### **Principle Accountabilities:**

In addition to the general requirements of the Hospital for reliable attendance, timeliness and personal conduct and consistent with all Hospital and Department policies and procedures, the incumbent is expected to:

Client Safety - It is everyone's responsibility to identify, reduce and manage risk. Information will be shared about potential risks and to improve services. When incidents do occur, they are identified, reported and recorded in a timely way so ongoing improvements can be made.

Health and Safety - It is every employee's responsibility to perform work in accordance with the provisions of the Occupational Health and Safety Act and Regulations, and all SFMH policies and procedures related to Occupational Health and Safety. Staff must be fully knowledgeable of all worker responsibilities under the *Occupational Health & Safety Act*, and the Hospitals' Health & Safety plans, policies and procedures; continually demonstrate commitment to these and ensure compliance to create a healthy and safe environment for staff and self; and attend Health and Safety in-services and take action to address unsafe conditions and procedures.

Ethics - All SFMH staff must comply with the MCCH Joint Ethics Statement Submissions

PHIPA - Staff will uphold the ethical and legal responsibility to maintain the confidentiality and privacy of client health information obtained while providing care, in accordance with the Personal Health Information Protection Act (PHIPA).

Code of Conduct - Staff will establish and maintain respectful, collaborative and professional relationships that include relationships with colleagues, health care team members and employers. Professional relationships are based on trust, respect and by upholding the code of conduct as set out by St. Francis Memorial.

CQI - Staff will contribute to and participate in the hospital-wide Continuous Quality Improvement Program by assisting to implement changes as required to improve services and enhance departmental efficiency.

Emergency Preparedness - Be fully knowledgeable of the Disaster Manual to understand the actions expected.

Professional Standards - Maintain all necessary qualifications and certificates and ensure all professional standards and legislation requirements are met.

#### Requirements:

- Ability to work independent of direct supervision;
- Must be able to read and write, make simple calculations, and understand and follow written and oral instructions;
- Must have a valid driver's license and vehicle
- Demonstrates good communication, and interpersonal skills;
- The work requires lifting greater than 25kg, bending, stooping, pushing, pulling, reaching, walking, climbing and standing for periods.

#### Job Relationships:

Reports to Maintenance Manager

Approved by: Chief Operating Officer

Date: August 20, 2002, R 2008 06 16, R 2013 06 10, R 2017 08 24, R 2019 10 04, R 2021 07 15