

TITLE: Chief Power Engineer 1

JOB CODE: 2001
09/2008

JOB PURPOSE

Supervises the operation and maintenance of a boiler plant of a Class IV Power Engineer certification.

KEY ACTIVITIES

A. Supervisory Duties

1. Assesses, prioritizes and coordinates work of boiler plant and auxiliary equipment and for other areas of facility as required.
2. Develops work schedules and adjusts for leaves as required; assigns and checks work; supervises employees.
3. Participates in performance appraisals and interview process.
4. Recommends on the selection and purchase of equipment and supplies.
5. Orders, stores and maintains inventory.
6. Oversees tradespersons and/or contractors for any work being done in the boiler room and for other areas of facility as required.
7. Performs the duties of maintenance supervisor or plant superintendent when required.
8. Participates in the implementation of cost controls and produces regular and special reports as required; assists in the preparation and administration of the budget.
9. Modifies operating guidelines and procedures; introduces new methods and technology; demonstrates operation of new equipment.

B. Maintenance Duties

10. Schedules and approves repairs of boiler room and auxiliary equipment.
11. Maintains operational/time records and evaluates the plant operation department's progress.
12. Upgrades obsolete and irreplaceable equipment.
13. Coordinates operations for inspection shutdowns; initiates and supervises a scheduled program of preventive maintenance, ensuring that testing, servicing, adjustments and minor repairs are performed.

JOB CODE: 2001

14. Provides minor electrical/plumbing/pipefitting/carpentry/mechanical repairs within code requirements as required.

C. Other Duties

15. Shows others how to perform tasks or duties as part of the departmental orientation.
16. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a 3rd class power engineer's license in accordance with the *Boiler and Pressure Vessel Act* and two years of previous related experience. Must also have demonstrated supervisory ability.

TITLE: Chief Power Engineer 2

JOB CODE: 2002
09/2008

JOB PURPOSE

Supervises the operation and maintenance of a boiler plant up to Class II Power Engineer certification.

KEY ACTIVITIES

A. Supervisory Duties

1. Assesses, prioritizes and coordinates work of boiler plant and auxiliary equipment.
2. Develops work schedules and adjusts for leaves as required; assigns and checks work; supervises employees.
3. Participates in performance appraisals and interview process.
4. Recommends on the selection and purchase of equipment and supplies and may approve expenditures where required.
5. Orders, stores and maintains inventory.
6. Oversees tradespersons and/or contractors for any work being done in the boiler room.
7. Participates in the implementation of cost controls and produces regular and special reports as required; assists in the preparation and administration of the budget.
8. Modifies operating guidelines and procedures; introduces new methods and technology; demonstrates operation of new equipment.

B. Maintenance Duties

9. Troubleshoots, schedules and approves repairs of boiler room.
10. Maintains operational/time records and evaluates the plant operation department's progress.

JOB CODE: 2002

11. Upgrades obsolete and irreplaceable equipment.
12. Coordinates operations for inspection shutdowns; initiates and supervises a scheduled program of preventive maintenance, ensuring that testing, servicing, adjustments and minor repairs are performed.
13. Provides electrical/plumbing/pipefitting/carpentry/mechanical repairs as required within scope of trade code.

C. Other Duties

14. Shows others how to perform tasks or duties as part of the departmental orientation.
15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a 2nd class power engineer's license in accordance with the *Boiler and Pressure Vessel Act* and two years of previous related experience. In addition, must have demonstrated supervisory ability.

TITLE: Prep Cook

JOB CODE: 2003
09/2008

JOB PURPOSE

Performs food preparatory work and short order cooking.

KEY ACTIVITIES

1. Assists the cooks by preparing and assembling food ingredients for meals using proper food handling techniques. Includes, but is not limited to slicing meats, chopping and cooking vegetables, measuring ingredients.
2. Prepares and cooks short order and grill items such as sandwiches, hotdogs, basic desserts; bakes some foods where required.
3. Prepares special menu items, such as milk shakes, thickening agents following patient diet guide and using proper portion sizes.
4. Pans food, serves meals, and prepares food trays.
5. Monitors and records food and equipment temperatures.
6. Cleans and sanitizes kitchen and serving area, tools and equipment, ensuring proper sanitary conditions are maintained.
7. Orders, receives and stores supplies from general inventory. Orders and receives food stock from various suppliers as required.
8. Rotates and discards stored food stock to ensure quality.
9. Transports food carts.
10. Operates cash register.
11. Shows others how to perform tasks or duties as part of the departmental orientation.
12. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

JOB SPECIFICATION

TITLE: Cook

JOB CODE: 2004

Revised 05/2013

JOB PURPOSE

Oversees and participates in food production.

KEY ACTIVITIES

1. Prepares, cooks, bakes and assembles food for meals in accordance with patient dietary needs, prepared weekly menu plans and established food standards.
2. Provides guidance and direction during food preparation; assists or replaces employees as required in all stages of food handling.
3. Makes adjustments and substitutions to menus and recipes.
4. Prepares and bakes desserts and snacks.
5. Monitors and records food and equipment temperatures.
6. Prepares special menu and therapeutic diet items.
7. Pans and serves food.
8. Maintains inventory by ordering, receiving and stocking food and general supplies.
9. Ensures rotation of food and supplies in fridges and freezers to maintain food quality.
10. Prepares time sheets, production reports, and work schedules; arranges for replacements of employee absences such as vacation, sick, holidays where required.
11. Cleans and sanitizes kitchen, serving area, tools and equipment, ensuring sanitary conditions are maintained.
12. Operates food production equipment, such as blast chiller, mixer, meat slicing machine.
13. Enforces health and safety regulations; acts as lead hand to enforce proper food handling standards; reports variances in production and / or performance.
14. Shows others how to perform tasks or duties as part of the departmental orientation.
15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as a licensed cook.

TITLE: Patient and Supply Courier

JOB CODE: 2009
09/2008

JOB PURPOSE

Operates a vehicle to transport passengers and small goods.

KEY ACTIVITIES

1. Operates and drives a vehicle of less than three tons capable of transporting supplies, mail, and passengers such as patients, residents.
2. Maintains the appearance and performance of the vehicle by either performing or scheduling maintenance and repair work.
3. Loads and unloads materials being transported in the vehicle, including provision of assistance to passengers as required.
4. Cleans vehicles, garage or other assigned areas; disinfects vehicle as required.
5. Maintains and submits driver's log for distance traveled, fuel consumption and other information.
6. Performs miscellaneous messenger services and urgent deliveries.
7. Shows others how to perform tasks or duties as part of the departmental orientation.
8. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Must possess a valid license in accordance with the requirements of the New Brunswick *Motor Vehicle Act*, one year of previous driving experience and a previous satisfactory driving record.

TITLE: Cartage Driver

JOB CODE: 2010
09/2008

JOB PURPOSE

Operates a straight truck of three tons or more equipped with air brakes to transport goods and materials.

KEY ACTIVITIES

1. Operates and drives a straight truck of three ton or more with air brakes capable of transporting goods and materials such as laundry, linen, pharmaceuticals, mail, food, medical, office supplies.
2. Loads and unloads truck; transports carts to sorting area as required.
3. Cleans and disinfects the truck and loading area.
4. Picks up and transports dangerous goods and bio-hazardous waste.
5. Maintains and submits driver's log for distance traveled, fuel consumption and other information.
6. Maintains the appearance and performance of the vehicle by either performing or scheduling maintenance and repair work.
7. Shows others how to perform tasks or duties as part of the departmental orientation.
8. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Must possess an appropriate and valid license in accordance with the requirements of the *New Brunswick Motor Vehicle Act* supplemented by at least one year of previous experience driving a truck (one ton or more) for commercial purposes and have a satisfactory previous driving record. Must possess a current valid certificate of training in the transportation of dangerous goods and in the use of air brakes.

TITLE: Maintenance Worker

JOB CODE: 2018
09/2008

JOB PURPOSE

Performs general maintenance for facility, building systems and equipment.

KEY ACTIVITIES

A. Maintenance Duties

1. Performs minor repairs within code requirements for buildings, building systems, furniture, vehicles and equipment including:
 - electrical such as changing light bulbs, adapting pull cords;
 - plumbing repairs such as clearing drain blockages;
 - painting, carpentry, and drywalling;
 - mechanical such as motors, boiler and associated equipment, appliances;
 - welding and fabricating such as brackets, handrails, modification of parts for repairs.
2. Assists tradespersons and contractors with repairs, renovations and maintenance; removes construction waste.
3. Performs preventive maintenance by
 - scheduling and conducting building, systems, equipment and grounds inspections;
 - identifying and recording malfunctions or hazards;
 - resolving basic problems;
 - reporting complex problems.
4. Records and maintains operational records and documentation.
5. Inspects, tests and installs new equipment, such as beds.
6. Orders, stores and maintains inventory where required.
7. Distributes and transports furniture and mail where required.
8. Maintains a clean, safe and orderly work area; stores tools and equipment.
9. Participates in the implementation of fire/disaster plans and in training for fire drills.



JOB SPECIFICATION



JOB CODE: 2018

B. Other Duties

10. Coordinates work of outside contractors during maintenance projects where required.
11. Performs routine, year round grounds care such as mowing lawns, clearing walkways and entrances of snow and refuse, layout and storage of outdoor furniture where required.
12. Shows others how to perform tasks or duties as part of the departmental orientation.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Two years of previous related experience is also required.

JOB SPECIFICATION

TITLE: Power Engineer 1

JOB CODE: 2019
Revised 05/2013

JOB PURPOSE

Operates and maintains a heating/power plant and auxiliary equipment and systems at the journey person level.

KEY ACTIVITIES

A. Power Plant Duties

1. Operates, maintains, analyses, calibrates and troubleshoots boiler and auxiliary equipment such as
 - Steam and condensate distribution
 - Domestic hot water
 - Cooling towers
 - Fuel delivery and chemical distribution systems.
2. Monitors and assesses environmental data to calculate and adjust daily steam/fuel ratios, orders various fuels for building systems; maintains and repairs fuel delivery system.
3. Writes reports and maintains detailed logs as per regulations.
4. Analyzes and maintains water treatment and distribution systems.
5. Overhauls and repairs boilers.
6. Co-ordinates safe shutdown and startup of boiler system.
7. Monitors automatic controls within power plants such as
 - HVAC
 - Chillers
 - Emergency power
 - Medical and vacuum air
 - Provides preventive maintenance on system controls where required.
8. Checks and approves all work in boiler plant.
9. Responds to plant and building complaints and alarms, assesses, troubleshoots and contacts appropriate tradespersons if necessary.

JOB SPECIFICATION

JOB CODE: 2019

10. Operates, maintains, isolates and repairs or recommends modifications on various plant equipment.
11. Maintains and operates emergency generator system, where required

B. Other Duties

12. Monitors and maintains various building systems such as heating, ventilation, air conditioning (HVAC), medical gas, nurse call system.
13. Maintains grounds such as mowing grass, snow removal; maintains grounds equipment such as lawn mowers, snow blowers where required.
14. Performs minor repairs within code requirements and regulations such as plumbing, electrical and carpentry.
15. Orders and receives supplies where required.
16. Periodically organizes and coordinates work of other tradespersons or contractors.
17. Shows others how to perform tasks or duties as part of the departmental orientation.
18. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must be a holder of a 4th class power engineer's license in accordance with the *Boiler and Pressure Vessel Act*.

JOB SPECIFICATION

TITLE: Power Engineer 2

JOB CODE: 2020

Revised 05/2013

JOB PURPOSE

Operates and maintains a heating/power plant and auxiliary equipment and systems at the journeyman level.

KEY ACTIVITIES

1. Operates, maintains, analyses, calibrates and troubleshoots boiler and auxiliary equipment such as
 - Steam and condensate distribution
 - Domestic hot water
 - Cooling towers
 - Fuel delivery and chemical distribution systems.
2. Monitors and assesses environmental data to calculate and adjust daily steam/fuel ratios, orders various fuels for building systems; maintains and repairs fuel delivery system.
3. Writes reports and maintains detailed logs as per regulations.
4. Analyzes and maintains water treatment and distribution systems.
5. Overhauls and repairs boilers.
6. Co-ordinates safe shutdown and startup of boiler system.
7. Monitors automatic controls within power plants such as
 - HVAC
 - Chillers
 - Emergency power
 - Medical and vacuum air
 - Provides preventive maintenance on system controls where required.
8. Checks and approves all work in boiler plant.
9. Responds to plant and building complaints and alarms, assesses, troubleshoots and contacts appropriate tradespersons if necessary.
10. Operates, maintains, isolates and repairs or recommends modifications on various plant equipment.
11. Maintains and operates emergency generator system, where required.

JOB SPECIFICATION

JOB CODE: 2020

12. Periodically organizes and coordinates work of other tradespersons or contractors.
13. Shows others how to perform tasks or duties as part of the departmental orientation.
14. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must be a holder of a 3rd class power engineer's license in accordance with the *Boiler and Pressure Vessel Act*. One year of previous experience is required.

TITLE: Laboratory Services Worker

JOB CODE: 2021
09/2008

JOB PURPOSE

Maintains laboratory glassware and equipment.

KEY ACTIVITIES

A. Laboratory Duties

1. Decontaminates, cleans, sterilizes and returns all glassware/ plastic-ware.
2. Cleans and disinfects work area and various equipment such as refrigerators, autoclaves, processors, freezers.
3. Collects, sterilizes and/or disposes of bio-hazardous products.

B. Other Duties

4. Performs quality control tests on sterilization and glass washing equipment.
5. Records temperatures and humidity levels of incubators.
6. Records temperatures of refrigerators.
7. Orders, stores and maintains inventory.
8. Maintains quality control logs on equipment such as eye wash stations, biological safety cabinets, autoclaves.
9. Verifies and removes outdated culture media.
10. Empties media from Petri dishes.
11. Shows others how to perform tasks or duties as part of the departmental orientation.
12. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Security Officer

JOB CODE: 2022
 09/2008

JOB PURPOSE

Maintains order, ensures safety and enforces regulations.

KEY ACTIVITIES

1. Patrols and monitors all areas of the facility, ensuring safety and security of patients, employees, general public and property.
 - locks doors;
 - patrols buildings and parking lots;
 - checks employee identification cards;
 - identifies building risk issues.
2. Operates surveillance equipment to monitor establishment activities.
3. Removes unauthorized persons or those who pose a threat to security from the premises as required.
4. Controls access to facilities, issues passes and directs visitors to appropriate areas; assists public and employees as needed.
5. Maintains a detailed activity log and writes reports on unusual activities.
6. Secures and releases morgue remains.
7. Watches aggressive patients.
8. Restrains patients who pose a threat to themselves or others.
9. Responds to fire and intrusion alarms, codes and other emergencies, ensuring that safety and emergency procedures are followed.
10. Searches patients for contraband materials.
11. Testifies in court as required.
12. Issues parking tickets as by-law control officer.
13. Performs investigations as required.
14. Monitors and controls the employee access card system.
15. Shows others how to perform tasks or duties as part of the departmental orientation.
16. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional security program/course of over six months and up to one year or equivalent.

TITLE: Environmental Services Coordinator

JOB CODE: 2026
09/2008

JOB PURPOSE

Performs environmental services duties; supervises employees engaged in environmental services duties.

KEY ACTIVITIES

A. Supervisory Duties

1. Supervises assigned duties of employees.
2. Conducts audits to ensure quality standards are met and issues are reported.
3. Assists employees to resolve problems and to complete work.
4. Prepares work schedules; adjusts for workload; arranges replacements for employee absences such as vacation, sick, holidays.
5. Records and maintains operational records and documentation.
6. Ensures employees have orientation and training.
7. Receives and responds to service requests and complaints; communicates with other departments and management to resolve problems and expedite work.
8. Monitors and provides input to the budget, where required.

B. Environmental Services Worker Duties

9. Washes, disinfects, dry and wet mops floors; strips, waxes, buffs, and refinishes floors.
10. Cleans carpets by vacuuming, spot removal and steam cleaning.
11. Cleans patient rooms, common and clinical areas including furniture, equipment, fixtures, stairwells, dusting and polishing; washes and disinfects shower rooms, tub rooms and washrooms.
12. Disinfects and cleans rooms of discharged patients.
13. Disinfects and cleans isolation and specialty rooms using isolation procedures.

JOB CODE: 2026

14. Performs waste management activities, which may include:
 - empties sharps containers,
 - empties waste receptacles,
 - collects and transports garbage, recyclables, bio-medical, and toxic waste,
 - collects, cuts, bales, weighs, records and disposes of cardboard waste,
 - pushes garbage collection carts,
 - compacts garbage,
 - separates sharps and bio-medical waste from general garbage,
 - weighs, records and disposes of bio-medical waste and hazardous materials.
15. Makes beds and changes linen.
16. Collects soiled linen; folds and distributes clean linen.
17. Disassembles, transports, assembles, and arranges furniture for general relocation and special functions.
18. Orders, stores and maintains inventory.
19. Disinfects and changes bed curtains and window dressings.
20. Performs major housecleaning of walls, windows, ceilings, lights, sprinklers, vents, and other fixtures as deemed necessary.
21. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Two years of previous experience and demonstrated supervisory ability is also required.

TITLE: Laundry Services Coordinator

JOB CODE: 2027
09/2008

JOB PURPOSE

Provides laundry services duties; supervises the daily operations involved in providing laundry services.

KEY ACTIVITIES

A Supervisory Duties

1. Assesses, prioritizes and coordinates work.
2. Assigns and checks work; supervises employees in the execution of work assignments.
3. Adjusts staffing to meet workload demands; arranges replacements for leaves; completes and submits timesheets.
4. Participates in performance appraisals and interview process.
5. Ensures safety of equipment and procedures.
6. Provides technical advice to management and employees.
7. Records and maintains related records and documentation.
8. Maintains records and submits reports concerning personnel, equipment, supplies, expenses and operational activities.
9. Trains new employees; demonstrates use and maintenance of equipment.

B. Laundry Services Duties

10. Participates in assigned duties of employees to solve problems and complete work.
11. Programs and maintains automated laundry equipment; ensures optimal operating levels; troubleshoots and reports equipment faults.
12. Orders, stores and maintains inventory; receives and processes new linen deliveries.
13. Loads and unloads automated laundry equipment; monitors washed linens for stains; organizes linen carts; cleans carts; delivers linen orders.



JOB SPECIFICATION



JOB CODE: 2027

14. Provides general maintenance such as cleaning of filters and screens; checks chemical pumps for leaks; performs tests on water and chemicals used by equipment.

C. Other Duties

15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Two years of previous experience and demonstrated supervisory is also required.

JOB SPECIFICATION

TITLE: Food Service Supervisor and Cook

JOB CODE: 2028
New 05/2013

JOB PURPOSE

Supervise employees engaged in providing meal service and participate in food production.

KEY ACTIVITIES

A. Supervisory Duties

1. Assigns, supervises and coordinates the food service department including catering and/or cafeteria activities; oversees the work of employees; interprets and communicates work standards, policies and procedures to employees.
2. Prepares work schedules, ensuring that assignments are appropriately staffed; adjusts for workload; arranges replacements for employee absences such as vacation, sick, holidays.
3. Monitors and maintains records of employees' work hours, overtime/compensatory time, sick leave, vacation, performance, and related information; authorizes time worked and recommends approval/refusal of leave requests; prepares and submits payroll data.
4. Conducts quality control audits to ensure standards are met and issues are reported.
5. Participates in performance appraisals and interview process.
6. Ensures employees have orientation and training.

Administrative Duties

7. Participates in the developing and administering the food services department's budget.
8. Plans, costs, implements and adjusts menus and diets.
9. Monitors and schedules food service equipment repairs and maintenance.
10. Researches, orders, receives, stores and delivers stock and supplies; maintains inventory to ensure adequate supplies and equipment are available for completion of assignments.
11. Monitors and records statistics to prepare reports concerning personnel, equipment, supplies, expenses, and operational activities.
12. Communicates with other departments and management to resolve problems and expedite work.

JOB SPECIFICATION

Food Production

14. Prepares, cooks, bakes and assembles food for meals in accordance with patient dietary needs, menu plans and established food standards.
15. Provides guidance and direction during food preparation; assists or replaces employees as required in all stages of food handling.
16. Monitors and records food and equipment temperatures.
17. Prepares special menu and therapeutic diet items.
18. Ensures rotation of food and supplies in fridges and freezers to maintain food quality.
19. Cleans and sanitizes kitchen, serving area, tools and equipment, ensuring sanitary conditions are maintained.
20. Operates food production equipment, such as blast chiller, mixer, meat slicing machine.
21. Enforces health and safety regulations; acts as lead hand to enforce proper food handling standards; reports variances in production and / or performance.

Other Duties

22. Shows others how to perform tasks or duties as part of the departmental orientation.
23. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as a licensed cook plus an additional Food Service and Nutrition Management Program of up to six months; or equivalent. Three years of related experience is required including supervisory experience while completing the Food Service and Nutrition Management Program.. Must have demonstrated supervisory ability.

TITLE: Food Services Supervisor

JOB CODE: 2029
09/2008

JOB PURPOSE

Supervises employees engaged in providing meal service.

KEY ACTIVITIES

A. Supervisory Duties

1. Assigns, supervises and coordinates food services activities including catering functions; oversees the work of employees; interprets and communicates work procedures and policies to employees. May participate in assigned duties of employees to resolve problems and to complete work.
2. Prepares work schedules, ensuring that assignments are appropriately staffed; adjusts for workload; arranges replacements for employee absences such as vacation, sick, holidays.
3. Monitors and maintains records of employees' work hours, overtime/compensatory time, sick leave, vacation, performance, and related information; authorizes time worked and recommends approval/refusal of leave requests; prepares and submits payroll data.
4. Conducts quality control audits to ensure standards are met and issues are reported.
5. Participates in performance appraisals and interview process.
6. Ensures employees have orientation and training.

B. Administrative Duties

7. Plans, implements and adjusts menus and diets.
8. Monitors and schedules food service equipment repairs and maintenance.
9. Researches, orders, receives, stores and delivers stock and supplies; maintains inventory to ensure adequate supplies and equipment are available for completion of assignments.
10. Plans, costs, and implements menus.
11. Monitors and records statistics to prepare reports concerning personnel, equipment, supplies, expenses, and operational activities.



JOB SPECIFICATION



JOB CODE: 2029

12. Communicates with other departments and management to resolve problems and expedite work.

C. Other Duties

13. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional Food Service and Nutrition Management Program of up to six months or equivalent. Three years of related experience is required including supervisory experience while completing the Food Service and Nutrition Management Program. Must have demonstrated supervisory ability.

TITLE: Environmental Services Supervisor

JOB CODE: 2030
09/2008

JOB PURPOSE

Supervises employees engaged in environmental services.

KEY ACTIVITIES

1. Assigns, supervises and coordinates environmental services activities; oversees the work of employees; interprets and communicates work procedures and policies to employees.
2. Prepares work schedules; adjusts for workload; arranges replacements for employee absences such as vacation, sick, holidays.
3. Records and maintains operational records.
4. Conducts audits to ensure quality standards are met and issues are reported.
5. Participates in performance appraisals and interview process.
6. Receives and responds to service requests; communicates with other departments and management to resolve problems and expedite work.
7. Monitors and schedules repairs and maintenance for environmental services equipment.
8. Ensures employees have orientation and training.
9. Evaluates and recommends supplies and equipment purchases; orders, stores and maintains inventory.
10. Monitors and maintains records of employees' work hours, overtime/compensatory time, sick leave, vacation, performance, and related information; authorizes time worked and recommends approval/refusal of leave requests; prepares and submits payroll data.
11. Participates in assigned duties of employees as required to resolve problems and to complete work.
12. Assists in the development of policies and procedures.
13. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

The job requires high school graduation or equivalent. Three years previous experience is also required. Must have demonstrated supervisory ability.

TITLE: Nursing Unit Aide

JOB CODE: 2033
09/2008

JOB PURPOSE

Maintains nursing unit equipment and supplies inventory; promotes patient comfort.

KEY ACTIVITIES

1. Orders, receives, distributes, and replenishes general inventory, supplies and linens.
2. Removes soiled linens and garbage.
3. Changes stretchers and transports to various locations as required.
4. Cleans, disinfects and stores equipment such as stretchers, intravenous pumps and poles, procedure trays, stethoscopes, monitors.
5. Folds linen and stocks shelves and carts.
6. Performs personal services for patients such as serving snacks, assisting with menu selections, serving meals, running small errands, serving and collecting food trays, tending to patients' personal laundry, interacting with patient.
7. Delivers specimens, medications, patient records, mail, and other items as required.
8. Porters patients as required.
9. Assists with clerical duties where required.
10. Shows others how to perform tasks or duties as part of the departmental orientation.
11. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Environmental Services Worker A

JOB CODE: 2034
09/2008

JOB PURPOSE

Maintains a clean and safe health care environment.

KEY ACTIVITIES

1. Cleans patient rooms and designated areas:
 - dry mops, wet mops, vacuums, and spot cleans floor surfaces,
 - washes, disinfects, dusts and polishes surfaces, fixtures, furniture and equipment,
 - washes and disinfects shower and tub rooms, washrooms and toilets.
2. Disinfects and thoroughly cleans rooms of discharged patients; makes beds where required.
3. Disinfects and thoroughly cleans isolation and specialty rooms using isolation procedures.
4. Performs waste management activities, which may include:
 - emptying waste receptacles, including sharps containers,
 - collecting soiled linens.
5. Orders general inventory items through central stores; distributes, replenishes and restocks supplies and linens.
6. Shows others how to perform tasks or duties as part of the departmental orientation.
7. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Food Services Worker A

JOB CODE: 2035
09/2008

JOB PURPOSE

Portions and serves food on a production basis.

KEY ACTIVITIES

A. Serving Duties

1. Prepares meal trays on assembly line:
 - assembles food items and condiments required for menu,
 - portions foods onto dish and places on tray,
 - loads trays on dietary carts,
 - delivers dietary carts to units,
 - retrieves depleted dietary carts and delivers to dish room.
2. Works on cafeteria serving line:
 - sets up and/or closes cafeteria food preparation equipment such as grill, deep fryer, steam table, ovens,
 - assembles food and condiments as per menu,
 - portions foods onto plates and serves to patron.
3. Loads and activates re-thermalization dietary carts where required.
4. Prepares and delivers food carts for catering functions.
5. Delivers trays to patient's bedside.

B. Food Preparation Duties

6. Prepares basic food items in cafeteria such as grill items, fryer items, salads, sandwiches.
7. Monitors food temperatures in serving area.
8. Prepares basic desserts, such as gelatin, pudding; cuts, plates and displays pies, cakes and other desserts.
9. Replenishes condiments, utensils and food basics such as milk, cream, juice for cafeteria and nursing units.
10. Stores leftovers, reusable foods; rotates stored food stock.
11. Assembles and delivers between-meal nourishments.

JOB CODE: 2035

C. Cleaning Duties

12. Strips dietary trays; sorts dishes and utensils in preparation for washing; disposes of waste.
13. Cleans tray line and cafeteria areas such as counters, tables, display cases, refrigerators.
14. Operates dishwasher.

D. Other Duties

15. Restocks cafeteria, kitchen and tray line supplies from stores; maintains inventory transaction documentation.
16. Operates cash register, prepares deposits and reports.
17. Shows others how to perform tasks or duties as part of the departmental orientation.
18. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Clean Laundry Processor

JOB CODE: 2036
09/2008

JOB PURPOSE

Processes clean laundry.

KEY ACTIVITIES

1. Operates various laundry equipment, such as ironer, steamer, presser; includes start-up procedures such as adding waxes, monitoring temperatures.
2. Checks clean laundry for damages; determines if item can be repaired or needs to be discarded; performs minor repair of damaged and worn items.
3. Removes stuck items from laundry equipment.
4. Sorts, folds and stores clean laundry.
5. Loads, scans, weighs, marks and wraps clean laundry carts for delivery.
6. Receives, fulfills, and dispatches laundry orders.
7. Responds to laundry order inquiries.
8. Inscribes owner logo onto new linen as received.
9. Builds, wraps and bands bundles for sterilization.
10. Shows others how to perform tasks or duties as part of the departmental orientation.
11. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Sewing Machine Operator

JOB CODE: 2037
09/2008

JOB PURPOSE

Maintains linens and uniforms in good repair.

KEY ACTIVITIES

1. Inspects damaged fabric items such as bedding, surgical towels, for repair or discard.
2. Alters uniforms for employees; repairs fabrics such as uniforms, surgical greens.
3. Stamps identification logo onto fabrics such as uniforms, clothing, linens.
4. Creates a variety of items from fabric such as uniforms, drapes, special request items by:
 - creating patterns,
 - calculating and measuring fabric,
 - cutting material,
 - sewing material, adding features such as belts, hooks, buttons, Velcro.
5. Keeps an accurate record of production statistics.
6. Orders, stores and maintains inventory.
7. Operates and maintains various pieces of equipment used in the fabrication, alteration and repair of linen, clothing and uniforms.
8. Shows others how to perform tasks or duties as part of the departmental orientation.
9. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Two years of sewing experience is also required.

TITLE: Groundskeeper

JOB CODE: 2038
 09/2008

JOB PURPOSE

Maintains the grounds; performs basic maintenance work.

KEY ACTIVITIES

A. Groundskeeping Duties

1. Salts, sands, and shovels snow from all entrances and sidewalks.
2. Maintains lawns by such means as fertilizing, watering, weeding, mowing.
3. Trims trees and shrubs.
4. Places and removes tree covers.
5. Collects and disposes of litter and debris around the facility, including curbs and gutters, lawns, walks, parking lots, stairs and entrances.
6. Plants and transplants flowers.
7. Maintains and makes minor repairs to grounds equipment, tools and vehicles including lubrications and maintenance such as oil lubrication, adjustments.

B. Maintenance Duties

8. Performs minor maintenance of buildings and equipment such as changing light bulbs, unplugging toilets, repairing damaged walls, changing air handling units' filters, painting.
9. Assists tradespersons.
10. Performs preventive maintenance checks and reports findings.
11. Repairs equipment such as fixing wheel chairs, furniture, and small appliances.

C. Other Duties

12. Performs housekeeping tasks such as mopping, stripping and waxing floors, disposing of garbage.
13. Shows others how to perform tasks or duties as part of the departmental orientation.
14. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Environmental Services Worker B

JOB CODE: 2040

09/2008

JOB PURPOSE

Performs physically demanding manual work in maintaining a clean and safe health care environment.

KEY ACTIVITIES

1. Washes, disinfects, dry and wet mops floors.
2. Strips, waxes, buffs, and refinishes floors using a variety of cleaning machines and equipment.
3. Cleans carpets by vacuuming, treating stains and steam cleaning.
4. Performs major housecleaning of walls, windows, ceilings, lights, sprinklers, vents, and other fixtures as required.
5. Cleans patient rooms, common areas, and clinical areas including furniture, equipment, stairwells, high and low dusting.
6. Disinfects and cleans isolation and specialty rooms using isolation procedures.
7. Performs waste management activities, which may include:
 - empties sharps containers,
 - empties waste receptacles,
 - collects and transports garbage, recyclables, bio-medical, and toxic waste,
 - collects, cuts, bales, weighs, records and disposes of cardboard waste,
 - pushes garbage collection carts,
 - compacts garbage,
 - separates sharps and bio-medical waste from general garbage,
 - weighs, records and disposes of bio-medical waste and hazardous materials.
8. Collects soiled linen; folds and distributes clean linen.
9. Disassembles, transports, assembles, and arranges furniture for general relocation and special functions.
10. Makes beds and changes linen.
11. Disinfects and changes bed curtains and window dressings.
12. Orders, stores and maintains inventory.
13. Shows others how to perform tasks or duties as part of the departmental orientation.
14. Maintains a clean and safe work area.



JOB SPECIFICATION



JOB CODE: 2040

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Food Services Worker B

JOB CODE: 2041
09/2008

JOB PURPOSE

Cleans and sanitizes pots, pans, utensils and dishes for use in the facility.

KEY ACTIVITIES

A. General Kitchen Duties

1. Washes pots and pans.
2. Cleans kitchen equipment.
3. Reports problems with equipment for repairs.
4. Replenishes supplies such as napkins, utensils, and basic items in serving areas and nursing unit kitchens.
5. Transports food carts to nursing units and/or serving areas.
6. Cleans kitchen and storage areas including dusting, sweeping, mopping.
7. Collects and disposes of garbage from the kitchen area.
8. Restocks food items and supplies when received.

B. Dish Room Duties

9. Prepares work area including start up procedures for garberator and dishwasher.
10. Unloads food carts.
11. Retrieves trays from cafeteria and beltline.
12. Strips dietary trays; sorts dishes and utensils in preparation for washing; disposes of waste.
13. Loads dishwasher(s) and adds cleaning agents as required.
14. Unloads dishwashers; sorts and stores clean dishes; bags utensils.
15. Washes food carts and stores for next meal delivery.
16. Empties and cleans dish room garbage cart.
17. Disassembles, cleans and reassembles garberator and dishwasher.
18. Prepares soaking tubs for de-staining; de-stains items such as cups, utensils, dishes; empties soaking tubs.



JOB SPECIFICATION



JOB CODE: 2041

19. Maintains a clean work area by removing water from floor, mopping floors, and washing walls.
20. Orders, stores and maintains inventory.

C. Other Duties

21. Shows others how to perform tasks or duties as part of the departmental orientation.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Laundry Services Worker

JOB CODE: 2042
09/2008

JOB PURPOSE

Provides laundry-related services.

KEY ACTIVITIES

A. Soiled Laundry Duties

1. Retrieves carts of soiled laundry.
2. Empties and washes carts.
3. Sorts soiled laundry; removes and disposes of bio-hazardous materials; fills bags for tunnel washing.
4. Weighs and records soiled laundry bags.
5. Hoists laundry bags onto tunnel washer or loads washing machines.
6. Operates washing machines; monitors chemical levels of washing machines.
7. Monitors and fixes basic operational faults of tunnel washer and super track, as required.

B. Clean Laundry Duties

8. Unloads washing machines and/or tunnel washer.
9. Loads clean, damp laundry into appropriate drying machines, or hangs to dry.
10. Unloads dryers; removes lint from lint baskets; removes hung clothes.
11. Sorts, folds and stores clean laundry.
12. Provides minor maintenance, adjustments and cleanings for laundry equipment.

C. Distribution Duties

13. Receives laundry requisitions.
14. Loads, scans, weighs, marks, records, and wraps clean laundry carts for delivery.
15. Distributes clean laundry carts; loads and unloads laundry trucks as required.

D. Other Duties

16. Shows others how to perform tasks or duties as part of the departmental orientation.
17. Maintains a clean and safe work area.



JOB SPECIFICATION



JOB CODE: 2042

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Carpenter/Cabinetmaker/Locksmith

JOB CODE: 2044
09/2008

JOB PURPOSE

Performs carpentry, cabinetmaker and/or locksmith work at the journeyman level.

KEY ACTIVITIES

A. Carpentry and Cabinetmaking

1. Fabricates, repairs, and/or installs furniture, cabinets, shelves, doors and windows with related hardware and accessories.
2. Inspects, renovates, repairs and maintains interior/exterior of buildings; performs preventive maintenance; installs/repairs related accessories.
3. Plans and/or installs ceiling grid layouts, stud framing, doorframes, floor finish, wall tiles and windows.
4. Plans work, estimates required time and materials; purchases construction supplies.
5. Creates and/or reads and interprets blueprints and building plans.
6. Designs and builds special applications for patient care such as reinforcing furniture.
7. Installs and finishes or repairs drywall/walls.

B. Locksmith

8. Installs, repairs and maintains doors and related hardware, including lock mechanisms, panic bars and closures.
9. Maintains records of locks, codes and keys to control facility access, where required.
10. Controls facility access through the use of secure key levels, designs and maintains master key systems, where required.
11. Cuts and repairs keys and codes access cards; delivers and collects keys, where required.
12. Orders and maintains adequate stock of supplies for repairs and service.

JOB CODE: 2044

C. Other Duties

13. Orders, maintains and shelves inventory; transports materials to facilities as required.
14. Cleans work area, maintains tools and equipment; removes debris from construction areas.
15. Sets up confinement shelters for projects.
16. Periodically organizes and coordinates work of other tradespersons or contractors.
17. Shows others how to perform tasks or duties as part of the departmental orientation.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as a carpenter or cabinetmaker or five years of related locksmith experience.

TITLE: Painter

JOB CODE: 2046
09/2008

JOB PURPOSE

Performs a wide variety of skilled duties related to the painting of buildings and fixtures.

KEY ACTIVITIES

1. Assesses jobs, prepares surfaces for paint such as repairs, primes.
2. Mixes, matches, and applies finishes, wall coverings, and paint by various means.
3. Cleans and maintains tools and equipment.
4. Finishes drywall by pre-filling, taping, applying crack-fill and sanding.
5. Prepares materials and labour estimates for jobs.
6. Orders materials for specific jobs.
7. Removes and installs baseboards, tiles and vinyl coverings.
8. Installs containment barriers.
9. Removes existing flooring, prepares sub floors and installs new tiles.
10. Refinishes furniture.
11. Removes, cuts, installs, frosts and tints glass and mirrors.
12. Paints and letters signs, parking lots.
13. Periodically organizes and coordinates work of other tradespersons or contractors.
14. Shows others how to perform tasks or duties as part of the departmental orientation.
15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the Apprenticeship and Occupational Certification Act as a painter.

TITLE: Plumber

JOB CODE: 2051
09/2008

JOB PURPOSE

Performs plumbing work at the journeyman level.

KEY ACTIVITIES

1. Installs, modifies, repairs, and maintains plumbing system.
2. Installs, modifies, repairs, and maintains the plumbing components of the heating, ventilation and air control system; welds and solders plumbing components.
3. Installs and maintains back flow preventive equipment.
4. Maintains fire protection equipment such as pumps, valves.
5. Works with other tradespersons and outside contractors.
6. Keeps and maintains related records and documentation.
7. Sources and requisitions new equipment and parts for repairs.
8. Orders, stores and maintains inventory.
9. Provides technical advice to management and employees.
10. Periodically organizes and coordinates work of other tradespersons or contractors.
11. Shows others how to perform tasks or duties as part of the departmental orientation.
12. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as a plumber.

TITLE: Refrigeration and Ventilation Mechanic **JOB CODE:** 2054
09/2008

JOB PURPOSE

Performs refrigeration and air conditioning work at the journeyman level.

KEY ACTIVITIES

1. Installs, monitors, troubleshoots, services, tests, and calibrates equipment for heating, ventilation, air conditioning and refrigeration system, including:
 - Heat pumps
 - Chart recorders
 - Centrifuges
 - Centrifugal chillers
 - Cooling towers
 - Refrigeration piping
 - Electrical controls for air conditioning and refrigeration systems
 - Coolers, refrigerators, freezers and ice machines
 - Associated alarm systems.
2. Reclaims refrigerants and oils.
3. Keeps and maintains related records and documentation.
4. Orders, stores and maintains inventory.
5. Works with other tradespersons and outside contractors.
6. Repairs appliances such as refrigerators, freezers, coolers.
7. Periodically organizes and coordinates work of other tradespersons or contractors.
8. Performs minor repairs for building systems and equipment, where required.
9. Shows others how to perform tasks or duties as part of the departmental orientation.
10. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as a Refrigeration and Air Conditioning Mechanic.

TITLE: Electrician

JOB CODE: 2056
09/2008

JOB PURPOSE

Performs electrical work at the journeyman level.

KEY ACTIVITIES

1. Troubleshoots, repairs, calibrates, tests, modifies and performs both demand and preventive maintenance for electrical components of building systems such as
 - emergency and normal power and light systems including emergency generators;
 - medical air and vacuum systems;
 - surgical lighting systems;
 - heating, ventilation, air conditioning systems;
 - reservoir and water systems;
 - boiler plant systems;
 - heliport lighting systems;
 - Uninterrupted Power Systems.
2. Performs the electrical aspects of new construction installations and renovations for medical and non-medical systems, plans, organizes and estimates the cost of jobs.
3. Ensures the temporary power supply during shutdown.
4. Maintains fire protection system.
5. Installs and maintains phone and data systems.
6. Designs control systems and wiring schematics.
7. Provides technical advice to management and employees.
8. Keeps and maintains related records and documentation.
9. Works with other tradespersons and outside contractors.
10. Periodically organizes and coordinates work of other tradespersons or contractors.
11. Orders, stores and maintains inventory.
12. Shows others how to perform tasks or duties as part of the departmental orientation.
13. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification* as an electrician.

TITLE: Industrial Mechanic

JOB CODE: 2059
09/2008

JOB PURPOSE

Performs industrial mechanic work at the journeyman level.

KEY ACTIVITIES

A. Industrial Mechanic, Machinist and Welder Duties

1. Installs, assembles, maintains, and repairs the mechanical components for building systems, equipment, and furnishings, including hydraulics and vehicles.
2. Welds, fabricates, machines and modifies equipment, machines, parts, and system components.
3. Installs staging and rigging for the hoisting and moving of equipment.
4. Assists other tradespersons and contractors.

B. General Maintenance Duties

5. Troubleshoots mechanical system failures.
6. Provides plumbing, carpentry and painting repairs to interior and exterior building structures at the industrial mechanic level.

C. Other Duties

7. Periodically organizes and coordinates work of other tradespersons or contractors.
8. Shows others how to perform tasks or duties as part of the departmental orientation.
9. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as an Industrial Mechanic.

TITLE: Drywaller / Lather

JOB CODE: 2063
09/2008

JOB PURPOSE

Installs, restores, and removes walls and ceilings.

KEY ACTIVITIES

1. Maintains and restores walls, ceilings and partitions using a variety of materials.
2. Installs and finishes drywall sheets, various types of ceiling systems, floors, windows, and doors.
3. Builds support framework for ceilings, walls and partitions.
4. Patches, sands and texturizes existing surfaces; applies finishes.
5. Removes drywall, ceiling systems, floors, doors, and windows.
6. Installs dust walls, vapour barriers and HEPA filters.
7. Installs access floors, such as computer floors.
8. Works with other tradespersons.
9. Orders, stores and maintains inventory.
10. Shows others how to perform tasks or duties as part of the departmental orientation.
11. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Three years of previous related experience is also required.



JOB SPECIFICATION



TITLE: Medical Device Reprocessing Technician Coordinator

JOB CODE: 2066

Revised 01/2020

JOB PURPOSE

Supervises and performs Medical Device Reprocessing technician duties.

KEY ACTIVITIES

In accordance with the principles of infection control, decontamination, sterilization, and aseptic technique, and established policies, procedures and safety standards:

1. Transports and/or receives contaminated reusable equipment, supplies, and instruments.
2. Disassembles, cleans, inspects, sorts, dries, and wraps reusable equipment, supplies, and instruments.
3. Inspects and identifies items needing repairs; performs basic maintenance or sends for further repairs as required.
4. Disposes of waste products, including bio medical.
5. Disinfects contaminated items using a variety of methods, and transfers items requiring further processing to the appropriate reprocessing area.
6. Orders, stores and maintains inventory.
7. Inspects, tests, assembles, wraps, labels, and sterilizes reusable equipment, instruments, and supplies.
8. Loads and unloads sterilizers and verifies count against label.
9. Lubricates, sorts, inspects and assembles items on trays or carts following physician's preferences and resource manuals.
10. Maintains inventory of sterile goods; ensures aseptic storage practices including disposal of outdated or discontinued inventory, rotating stock, and replenishing user storage areas.
11. Monitors, records and interprets biological and sterilization tests.
12. Monitors sterilization equipment to ensure proper operation.
13. Loads carts and delivers sterilized supplies.
14. Shows others how to perform tasks or duties as part of the departmental orientation and training.
15. Maintains a clean and safe work area.



JOB SPECIFICATION



Supervisory Duties

16. Participates in the development of the orientation and training programs; orientates and trains employees.
17. Coordinates training sessions with suppliers if required.
18. Prepares employees schedule if required; arranges for replacement of employee absences such as vacation, sick, holidays.
19. Assigns daily duties.
20. Oversees employees' work; corrects breaches in techniques.
21. Prepares operational reports such as biological and chemical tests.
22. Sources, orders and receives instruments.
23. Participates in the interview process.
24. Performs Quality Audit duties as required.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent and certified by the Canadian Standards Association as a Medical Device Reprocessing Technician. Two years of previous experience is also required. Must have demonstrated supervisory ability.

TITLE: Patient Room Aide

JOB CODE: 2067
09/2008

JOB PURPOSE

Maintains a clean, hygienic environment; promotes patient comfort.

KEY ACTIVITIES

1. Cleans patient rooms, performing duties such as washing furniture and beds, scrubbing plastic cushions, cleaning and washing bathroom fixtures, dusting overhead and bed lamps, stripping and remaking beds, plus other general cleaning duties.
2. Picks up garbage including changing sharps containers.
3. Replenishes and orders basic supplies such as linens, soap, paper towels, tissues; maintains supplies storage areas.
4. Cleans, washes, dusts or polishes hardware, brass, furniture, mirrors, lighting fixtures, windows, windowsills, screens, vents, radiators, exterior cabinets and equipment.
5. Cleans and disinfects designated areas including mopping, washing, dusting, vacuuming and spot cleaning of carpets.
6. Cleans and maintains lockers, nursing stations, corridors, showers, toilets and washrooms.
7. Cleans isolation units and infectious areas.
8. Orders, receives, inspects, folds and sorts clean linen.
9. Picks up and transports soiled linen.
10. Delivers supplies to patients, including tissue, water, blankets, mail.
11. Delivers and picks up food trays and nourishments.
12. Assists nursing team with positioning patient; assists patient with menu selection, cutting up food, opening containers, and running errands.
13. Answers call bells.
14. Transfers and/or escorts patients.
15. Reports changes in patient condition to charge nurse.
16. Records patient intake and output.
17. Shows others how to perform tasks or duties as part of the departmental orientation.
18. Maintains a clean and safe work area.



JOB SPECIFICATION



JOB CODE: 2067

DESIRABLE EDUCATION AND EXPERIENCE

High school graduation or equivalent.

TITLE: Building Systems Operator

JOB CODE: 2068
09/2008

JOB PURPOSE

Monitors and controls building systems.

KEY ACTIVITIES

A. Control Room Duties

1. Observes and adjusts computerized building systems such as heating, ventilation, air conditioning system (HVAC).
2. Inspects physical building systems such as pneumatic tube system, medical gas gauges, hot water heating equipment, medical air pump.
3. Assesses and responds to automated alarms (e.g. freezers, medical gas); directs other tradespersons as required.
4. Adjusts equipment settings to maximize performance such as chillers, fans.

B. Maintenance Duties

5. Generates work orders.
6. Performs minor plumbing, electrical and equipment repairs i.e. clogged drains, changing light bulbs, water leaks, electrical failures.

C. Other Duties

7. Shows others how to perform tasks or duties as part of the departmental orientation.
8. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must be a holder of a 4th class power engineer's license or any equivalent combination of training and experience.

TITLE: Medical Device Reprocessing Technician

JOB CODE: 2070
Revised 01/2020

JOB PURPOSE

Performs a series of detailed technical duties related to the decontamination, sterilization, reassembly, function testing, and distribution of medical and/or surgical supplies and medical devices for various areas of the hospital. This position also performs related clerical duties and record keeping.

KEY ACTIVITIES

In accordance with the principles of infection control, decontamination, sterilization, and aseptic technique, and established policies, procedures and safety standards:

1. Transports and/or receives contaminated reusable equipment, supplies, and instruments.
2. Disassembles, cleans, inspects, sorts, dries, and wraps reusable equipment, supplies, and instruments.
3. Inspects and identifies items needing repairs; performs basic maintenance or sends for further repairs as required.
4. Disposes of waste products, including bio-medical.
5. Disinfects contaminated items using a variety of methods, and transfers items requiring further processing to the appropriate reprocessing area.
6. Orders, receives, and stocks reprocessing supplies.
7. Inspects, tests, assembles, wraps, labels, and sterilizes reusable equipment, instruments, and supplies.
8. Loads and unloads sterilizers and verifies count against label.
9. Lubricates, sorts, inspects and assembles items on trays or carts following physician's preferences and resource manuals.
10. Maintains inventory of sterile goods; ensures aseptic storage practices including disposal of outdated or discontinued inventory, rotating stock, and replenishing user storage areas.
11. Monitors, records and interprets biological and sterilization tests.
12. Monitors sterilization equipment to ensure proper operation.
13. Loads carts and delivers sterilized supplies.
14. Shows others how to perform tasks or duties as part of the departmental orientation and training.
15. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent and certified by the Canadian Standards Association as a Medical Device Reprocessing Technician.

TITLE: Medical Device Reprocessing Assistant

JOB 2071
CODE: New 01/2020

JOB PURPOSE

This position is intended for individuals who are working towards becoming a certified Medical Device Reprocessing Technician (MDRT 2070). Under the guidance of a certified Medical Device Reprocessing Technician, individuals will learn how to process reusable supplies, instruments and equipment.

KEY ACTIVITIES

In accordance with the principles of infection control, decontamination, sterilization, and aseptic technique, and established policies, procedures and safety standards, independently perform the following duties:

1. Transports and/or receives contaminated reusable equipment, supplies, and instruments.
2. Disassembles, cleans, inspects, sorts, dries, reusable equipment, supplies, and instruments.
3. Inspects and identifies items needing repairs.
4. Disposes of waste products, including bio-medical.
5. Disinfects contaminated items using a variety of methods, and transfers items requiring further processing to the appropriate reprocessing area.
6. Receives and stocks reprocessing supplies.
7. Loads and unloads sterilizers and verifies count against label.
8. Maintains inventory of sterile goods; ensures aseptic storage practices including disposal of outdated or discontinued inventory, rotating stock, and replenishing user storage areas.
9. Loads carts and delivers sterilized supplies.
10. Maintains a clean and safe work area.

In accordance with the principles of infection control, decontamination, sterilization, and aseptic technique, and established policies, procedures and safety standards, perform the following duties, under the guidance, instruction and verification of a certified Medical Device Reprocessing Technician:

1. Inspects, tests, assembles, wraps, labels, and sterilizes reusable equipment, instruments, and supplies.
2. Lubricates, sorts, inspects and assembles items on trays or carts following physician's preferences and resource manuals.
3. Monitors, records and interprets biological and sterilization tests.



JOB SPECIFICATION



DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Diet and Menu Technician

JOB CODE: 2072
09/2008

JOB PURPOSE

Provides patient nutrition screening, intervention and menu planning.

KEY ACTIVITIES

1. Creates diet plan for in-patients by:
 - visiting patient and consulting with health care team to prepare the initial diet plan, including food preferences, allergies, and other nutritional requirements;
 - creating diet plans for each patient;
 - updating and adjusting individual diet plans as required.
2. Participates in interdisciplinary rounds and/or visits in-patients, where required, to ensure that changes to nutritional needs are identified and reflected in diet plans and menu selections; in consultation with dietitian, provides information to patients on nutritional adjustments, where required.
3. Participates in menu planning with interdisciplinary team members, such as dietitians, diet clerks, kitchen staff and nursing to correlate patient nutritional requirements.
4. Creates therapeutic menus to match individual diet plans; adjusts to ensure adequate selection to meet dietary needs.
5. Assists patients to complete menu form when required.
6. Reviews report on changes to meal/snacks before each meal; ensures alterations match the diet plan.
7. Records patient nutritional data such as calculating caloric intake, grams of protein; provides statistics for clinical support system, where required.
8. Responds to telephone inquiries concerning meals, menus and/or diets.
9. Shows others how to perform tasks or duties as part of the departmental orientation.
10. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation plus an additional Food Service and Nutrition Management Program of up to six months or equivalent.

TITLE: Nursing Unit Maintenance Support

JOB CODE: 2074
09/2008

JOB PURPOSE

Provides maintenance and environmental service duties for in-patient areas.

KEY ACTIVITIES

1. Transfers equipment to maintenance for repair; collects repaired equipment and reinstalls.
2. Checks and makes minor adjustments in patient rooms such as switch plates, shower curtains, ceiling tiles, toilets.
3. Performs regular tests on equipment such as nurse call system, code blue stations, blood pressure monitors.
4. Dry and wet mops, vacuums and burnishes floors.
5. Re-hangs wall objects such as bulletin boards, pictures, shelves.
6. Replaces lights, pull cords, batteries.
7. Performs regular checks on electrical cords such as on toasters, pumps, beds and monitors.
8. Shows others how to perform tasks or duties as part of the departmental orientation.
9. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Plumber / Medical Gas Technician

JOB CODE: 2080

Revised 09/2009

JOB PURPOSE

Performs plumbing work at the journeyman level; installs and maintains medical gas systems.

KEY ACTIVITIES

A. Plumber Duties

1. Installs, modifies, repairs, and maintains plumbing system.
2. Installs, modifies, repairs, and maintains the plumbing components of the heating, ventilation and air control system.
3. Installs and maintains back flow preventive equipment.
4. Maintains fire protection equipment such as sprinklers, pumps, valves.
5. Works with other tradespersons and outside contractors.
6. Periodically organizes and coordinates work of other tradespersons or contractors.
7. Keeps and maintains related records and documentation.
8. Sources and requisitions new equipment and parts for repairs.
9. Orders, stores and maintains inventory.
10. Provides technical advice to management and employees.

B. Medical Gas Technician Duties

11. Installs, monitors, troubleshoots and maintains medical gas systems and system components such as air compressors and vacuum pumps.
12. Takes medical gas gauge readings to ensure adequate supply.
13. Tests isolation valves, terminal units, alarm system for leaks, pressure drops, inoperative valves, other system components; takes corrective action as required.
14. Rebuilds gas outlets.
15. Sources and requisitions new equipment and parts for repairs.
16. Keeps and maintains related records and documentation.



JOB SPECIFICATION



JOB CODE: 2080

C. Other Duties

17. Shows others how to perform tasks or duties as part of the departmental orientation.
18. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must hold a Provincial Certificate of Qualification issued under the *Apprenticeship and Occupational Certification Act* as a plumber and hold a medical gas system verifier license issued under the *Boiler Pressure Vessel Act*.

TITLE: Supplies Courier

JOB CODE: 2086
09/2008

JOB PURPOSE

Transports specimens, supplies, linens, medications and equipment.

KEY ACTIVITIES

1. Delivers carts containing general supplies such as cleaning solutions, paper; reusable supplies such as bedpans, basins; medical supplies such as dressings, diapers, pads, procedure trays; uses forklift where required.
2. Retrieves soiled supplies for reprocessing, such as operating room case carts, scopes, basins, bedpans.
3. Retrieves soiled linen carts and delivers clean linen carts.
4. Retrieves and delivers specimens, where required.
5. Distributes and restocks supplies and linens, where required.
6. Shows others how to perform tasks or duties as part of the departmental orientation.
7. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent.

TITLE: Groundskeeper / Equipment Operator

JOB CODE: 2093
09/2008

JOB PURPOSE

Maintains the grounds including operation of grounds equipment; performs basic maintenance work.

KEY ACTIVITIES

A. Groundskeeping Duties

1. Salts, sands, and shovels snow from all entrances and sidewalks.
2. Maintains lawns by such means as fertilizing, watering, weeding, mowing.
3. Trims trees and shrubs.
4. Places and removes tree covers.
5. Collects and disposes of litter and debris around the facility, including curbs and gutters, lawns, walks, parking lots, stairs and entrances.
6. Plants and transplants flowers.
7. Maintains and makes minor repairs to grounds equipment, tools and vehicles including lubrications and maintenance such as oil lubrication, adjustments.

B. Equipment Operator Duties

8. Operates a snowplow to salt, sand and remove snow from parking lots and facility roadways.
9. Maintains and makes minor repairs to the snowplow.

C. Maintenance Duties

10. Performs minor maintenance of buildings and equipment such as changing light bulbs, unplugging toilets, repairing damaged walls, changing air handling units' filters, painting.
11. Assists tradespersons.
12. Performs preventive maintenance checks and reports findings.
13. Repairs equipment such as fixing wheel chairs, furniture, and small appliances.



JOB SPECIFICATION



JOB CODE: 2093

D. Other Duties

14. Performs housekeeping tasks such as mopping, stripping and waxing floors, disposing of garbage.
15. Shows others how to perform tasks or duties as part of the departmental orientation.
16. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Must possess an appropriate and valid license in accordance with the requirements of the *New Brunswick Motor Vehicle Act* supplemented by at least one year of previous experience driving a truck (one ton or more) for commercial purposes and have a satisfactory previous driving record. Must possess a current valid certificate of training in the transportation of dangerous goods and in the use of air brakes.

JOB SPECIFICATION

TITLE: Groundskeeper / Equipment Operator Coordinator **JOB CODE:** 2095
New 05/2013

JOB PURPOSE

Maintains the grounds including operation of grounds equipment and performs basic maintenance work; supervises employees performing groundskeeping, equipment operator and maintenance duties.

KEY ACTIVITIES

A. Supervisory Duties

1. Assesses, prioritizes and coordinates work.
2. Assigns and checks work; supervises employees in the execution of work assignments.
3. Adjusts staffing to meet workload demands; arranges replacements for leaves; completes and submits timesheets.
4. Participates in performance appraisals and interview process.
5. Ensures safety of equipment and procedures.
6. Provides technical advice to management and employees.
7. Records and maintains related records and documentation.
8. Maintains records and submits reports concerning personnel, equipment, supplies, expenses and operational activities.
9. Trains new employees; demonstrates use and maintenance of equipment.

B. Groundskeeping Duties

10. Salts, sands, and shovels snow from all entrances and sidewalks.
11. Maintains lawns by such means as fertilizing, watering, weeding, and mowing.
12. Trims trees and shrubs.
13. Places and removes tree covers.
14. Collects and disposes of litter and debris around the facility, including curbs and gutters, lawns, walks, parking lots, stairs and entrances.
15. Plants and transplants flowers.
16. Maintains and makes minor repairs to grounds equipment, tools and vehicles including lubrications and maintenance such as oil lubrication, adjustments.

JOB SPECIFICATION

JOB CODE: 2095

C. Equipment Operator Duties

17. Operates a snowplow to salt, sand and remove snow from parking lots and facility roadways.
18. Maintains and makes minor repairs to the snowplow.

D. Maintenance Duties

19. Performs minor maintenance of buildings and equipment such as changing air handling units' filters and painting.
20. Assists tradespersons.
21. Performs preventive maintenance checks and report findings.

E. Other Duties

22. Performs tasks such as sweeping and disposing of garbage outside of the facility.
23. Shows others how to perform tasks or duties as part of the departmental orientation.
24. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent. Must possess an appropriate and valid license in accordance with the requirements of the *New Brunswick Motor Vehicle Act* supplemented by two years of previous experience driving/operating equipment such as a snowplow (one ton or more) for commercial purposes; General operating knowledge of tractor, loader etc.. Must have demonstrated supervisory ability.

JOB SPECIFICATION

TITLE: Medical Device Reprocessing Technician / Inventory Expeditor (PIO)

JOB CODE: 2099

Revised 11/2017

JOB PURPOSE

Processes reusable supplies, instruments and equipment. Ensures supplies are available.

KEY ACTIVITIES

A. Decontamination Duties

1. Transports and / or receives contaminated reusable equipment, supplies, and instruments.
2. Disassembles, cleans, inspects, sorts, dries, and wraps reusable equipment, supplies, and instruments.
3. Inspects and identifies items needing repairs; performs basic maintenance or sends for further repairs as required.
4. Disposes of waste products, including bio-medical.
5. Disinfects contaminated items using a variety of methods, and transfers items requiring further processing to the main Central Supply Room.
6. Orders, receives, and stocks reprocessing supplies.

B. Sterilization Duties

7. Inspects, tests, assembles, wraps, labels, and sterilizes reusable equipment, instruments, and supplies.
8. Loads and unloads sterilizers, and verifies count against label.
9. Lubricates, sorts, inspects and assembles items on trays or carts following physician's preferences and resource manuals.
10. Maintains inventory of sterile goods; ensures aseptic storage practices including disposal of outdated or discontinued inventory, rotating stock, and replenishing user storage areas.
11. Monitors, records and interprets biological and sterilization tests.
12. Monitors sterilization equipment to ensure proper operation.
13. Loads carts and delivers sterilized supplies.

C. Other Processing Duties

14. Cleans, monitors, and replenishes sterile supplies in procedures suites and anesthesiology trolleys as required.
15. Changes operating room linen bags.

JOB SPECIFICATION

JOB CODE: 2099

16. Folds surgical linen.

D. Ordering Duties

17. Orders general inventory supplies* from central stores and/or warehouse based on pre-determined quota levels.

18. Processes special and urgent orders; purchases directly from vendor, where required.

E. Receiving Duties

19. Receives, unpacks, sorts, and verifies supplies* received against requisitions or purchase orders; declines delivery of damaged or expired supplies; inspects received supplies and notifies purchasing department when unacceptable.

20. Unloads trucks, where required; uses forklift to move pallets, where required.

21. Records, files, and maintains documentation of supplies received.

22. Initiates and responds to inquiries regarding receipt and shipment of supplies.

F. Inventory Duties

23. Sorts, rotates and shelves supplies by expiry date.

24. Maintains inventory control system by recording supplies received, delivered, charged-out and/or billed.

25. Participates in physical inventory counts.

26. Fulfills supply requisitions, quota checklists, automatic restock lists, and back-orders by:

- retrieving computerized inventory system lists, hard copy list, telecommunications or personal requests; may involve physical inspection or scanning of supply rooms and carts to determine required supplies;
- assembling supplies;
- issuing credits for corrections, adjustments and posting completed orders onto the computerized inventory system;
- packing requisitioned supplies onto general delivery carts or exchange carts such as burn carts, cornea replacement kits;

27. Posts inventory transactions as supplies are received, removed and delivered; prepares reports from computerized inventory system.

28. Participates in physical inventory counts.

G. Shipping Duties

29. Assembles supplies for internal deliveries per requisitions or quota lists.

30. Repacks supplies for external deliveries.

JOB SPECIFICATION

JOB CODE: 2099

31. Picks up specimens such as blood, tissue; prepares for shipping.
32. Packs requisitioned supplies onto delivery carts; weighs packed carts when requisition is filled, where required; records information for inventory control, billing, and operational records.
33. Delivers requisitioned supplies to departments.
34. Returns damaged and/or expired supplies to distributors.

H. Other Duties

35. Shows others how to perform tasks or duties as part of the departmental orientation.
36. Maintains a clean and safe work area.

* Supplies include general inventory, equipment, and furniture; may include dangerous goods, narcotics, controlled substances, non-inventory, perishable and 'stat' items.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent and certified or eligible for certification by the Canadian Standards Association as a Medical Device Reprocessing Technician. Six months previous inventory experience is required.

JOB SPECIFICATION

TITLE: Power Engineer 1 Coordinator

JOB CODE: 2100

Revised 05/2013

JOB PURPOSE

Operates and maintains a heating/power plant and auxiliary equipment and systems at the journeyman level; supervises employees involved in general maintenance.

KEY ACTIVITIES

A. Supervisory Duties

1. Assesses, prioritizes, assigns and coordinates maintenance work.
2. Determines material, equipment and supplies required; orders and receives materials.
3. Participates in performance appraisals and interview process.

B. Power Plant Duties

4. Operates, maintains, analyses, calibrates and troubleshoots boiler and auxiliary equipment such as
 - Steam and condensate distribution
 - Domestic hot water
 - Cooling towers
 - Fuel delivery and chemical distribution systems.
5. Monitors and assesses environmental data to calculate and adjust daily steam/fuel ratios, orders various fuels for building systems; maintains and repairs fuel delivery system.
6. Writes reports and maintains detailed logs as per regulations.
7. Analyzes and maintains water treatment and distribution systems.
8. Overhauls and repairs boilers.
9. Co-ordinates safe shutdown and startup of boiler system.
10. Monitors automatic controls within power plants such as
 - HVAC
 - Chillers
 - Emergency power
 - Medical and vacuum air
 - Provides preventive maintenance on system controls where required.

JOB SPECIFICATION

JOB CODE: 2100

11. Checks and approves all work in boiler plant.
12. Responds to plant and building complaints and alarms, assesses, troubleshoots and contacts appropriate tradespersons if necessary.
13. Operates, maintains, isolates and repairs or recommends modifications on various plant equipment.
14. Maintains and operates emergency generator system, where required

B. Other Duties

15. Monitors and maintains various building systems such as heating, ventilation, air conditioning (HVAC), medical gas, nurse call system.
16. Maintains grounds such as mowing grass, snow removal; maintains grounds equipment such as lawn mowers, snow blowers where required.
17. Performs minor repairs within code requirements and regulations such as plumbing, electrical and carpentry.
18. Orders and receives supplies where required.
19. Periodically organizes and coordinates work of other tradespersons or contractors.
20. Shows others how to perform tasks or duties as part of the departmental orientation.
21. Maintains a clean and safe work area.

DESIRABLE TRAINING AND EXPERIENCE

Must be a holder of a 4th class power engineer's license in accordance with the *Boiler and Pressure Vessel Act* and possess two years of previous related experience. Must have demonstrated supervisory ability.