



Hay River Health & Social Services Authority | Administration des services de santé et des services sociaux de Hay River  
37911 MacKenzie Highway | 37911 route Mackenzie  
Hay River, NT X0E 0R6 | ☎ (867) 874-8000 📠 (867) 874-8141

---

## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U-01-152; CA1155	Seasonal Maintenance Worker	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Physical & Engineering Services	Supervisor, Physical & Engineering Services	Hay River Regional Health Centre, Woodland Manor, Supportive Living Campus, HH Williams, and HRHSSA leased properties

### PURPOSE OF THE POSITION

The primary purpose of this position is to provide seasonal support to maintenance staff in maintaining the grounds, sidewalks, parking areas and driveways of the Authority in a safe clean, esthetically pleasing manner. Most of the assignments given to this position will occur outdoors however there may be indoor assignments due to inclement weather or other operational requirements.

### SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated health authority that provides the following services; 19 community service beds, emergency services and ambulatory care services including, dialysis and endoscopy; Woodland Manor, a 25 bed long term care centre; Supportive Living Campus, a Territorial campus providing 10 permanent residences and 2 respite with a skills development centre; Diagnostic imaging, Ultrasound and Mammography; Laboratory services; Medical and Specialty Clinic services; Community Counselling services; Social Services, providing Child & Family Services; Community Health and Home Care Services; Rehabilitation services and a full range of support services.

Reporting to the Supervisor, Physical and Engineering Services, the incumbent carries out and supports the operation, and seasonal maintenance of the Health Centre, Medical Clinic, Woodland Manor and the Supportive Living Services campus. Within

the scope of service, this position carries a responsibility for the safety and comfort of patient, staff and visitors.

### **RESPONSIBILITIES:**

This position may be required to perform summer and winter duties primarily on the exterior grounds of Hay River Health Center, Woodland Manor, the Supportive Living Services Campus and the old HH Williams facility and old Medical Clinic building.

#### **Primary Exterior Duties:**

- Lawn mowing, watering as needed
- Trimming and raking grass (whipper-snipping) along building and fence perimeters etc.
- Planting, watering and weeding (routine upkeep) of various flowerbeds
- Lawn repair, spreading top soil, seeding etc.
- Regular inspection and pickup of litter and trash on grounds
- Sweeping of curbs and sidewalks
- Painting of curbs, railings, pavement and sidewalk markings, etc. on outside grounds
- Snow removal from facility entrances, sidewalks, parking areas, and lanes
- Ice control as needed

#### **Occasional Interior Duties:**

- Moving and rearranging of office furniture
- Assisting tradesmen in their maintenance duties
- Painting of concrete floors, metal railings, concrete equipment bases etc.
- Cleanup of assigned areas

### **POSITION ROLE IN CLIENT & STAFF SAFETY:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a
- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have basic knowledge of operating lawn equipment
- Able to work independently with minimal supervision
- Some experience with landscaping, horticulture or painting would be an asset.
- Must possess a valid Class 5 NWT Driver's License with a good driving abstract

## **Job Related Tools / Equipment:**

- John Deere 1445 Diesel Tractor & attachments (mower, snow blower, brush, trailer)
- Ford F150 & F25 trucks c/w snow plow
- 12 hp self propelled snowblower
- Sthil Lawn Trimmer c/w shoulder harness (10 lbs),
- Self propelled 22" gas lawn mower,
- Garden tools, shovel, hoe, paint brushes,
- Parking line paint striper (10 lbs on wheels)
- Extension grabber (for litter pickup)

## **WORKING CONDITIONS:**

### **Mandatory Safety Equipment:**

- Shifts may commence at 06:00 Monday to Friday, between November 1<sup>st</sup> and March 31<sup>st</sup>, and 08:00 between April 1<sup>st</sup> and October 31<sup>st</sup>.
- Ear protection, safety glasses, long pants, steel-toe boots, safety vest, hat, bug net (as required), sun screen.
- **No MP3 Player earphones or cell phones permitted while working.**

### **Physical Demands**

- Distance between facilities requires a certain amount of travel on a frequent basis.
- Requires working with professional tools (1/2 ton truck, lawn tractor, lawn mower gas powered equipment) on a frequent basis,
- Hours of exposure in outdoor environment, (sun, heat/cold, rain, insects) etc.
- Occasions when heavy lifting is required

### **Environmental Conditions**

- Extended periods outdoors

### **Sensory Demands**

- Working with equipment that may need basic operational checks, e.g., lawn mowers, to ensure they are in working order and operating in a safe manner.
- Constant awareness of pedestrians, traffic, and obstacles when operating equipment and/or moving about the grounds.

## **Mental Demands**

- Routine planning of daily activities
- Routine to be completed in a timely fashion with certain deadlines that enhance the efficient operations of the facility.

## **Time Exposure to Unusual Working Conditions / Environments**

Due to the varying nature of the work, any of the identified working conditions may apply for a short or long periods however in the course of a day, the sum of these working conditions apply for nearly the entire shift, up to 6-7 hours daily.

# CERTIFICATION

**Position Number:**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Director/Chief Executive Officer Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position@.**

February 2010  
Editorial changes only March 2011  
Scope – August 2011  
Editorial change only May 2014  
October 2021 – editorial change