FACILITIES SUBSECTOR COLLECTIVE AGREEMENT
BENCHMARK

Job Family:	Patient Care	**Class Series:**	Porter
Grid:	21 (effective the first pay period after April 1, 2026)	**Class Title:**	Patient Porter Supervisor

I. Level Definition

Positions at this level supervise Patient Porters and other designated staff and transport patients, residents and/or clients to and from various locations within the hospital or facility.

II. Typical Duties

(1) Supervises Patient Porters and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.

(2) Transports patients, residents and/or clients to and from required areas utilizing mechanical aids such as specialty beds, mobilizers, wheelchairs and stretchers.

(3) As directed, assists patient care staff to transfer patients, residents and/or clients to and from devices such as specialty beds, mobilizers, wheelchairs and stretchers.

(4) Transports a variety of supplies and/or materials such as drugs, x-rays, charts, admission slips, equipment, blood products, and specimens to and from specified areas as directed.

(5) Transports deceased to the morgue including assisting nursing staff with transfers as directed.

(6) Ensures patient comfort and readiness for transport to designated area by including items such as intravenous solutions and poles, medications, catheters, oxygen cylinders and personal possessions to accompany the patient, resident and/or client during transport.

(7) Disinfects/sanitizes related equipment, and stores, retrieves and returns supplies, and equipment such as beds, wheelchairs, stretchers, oxygen tanks, and IV poles, as required.

(8) Reports damaged or inoperable equipment to designated staff.

(9) Reports observations, problems and/or changes regarding patients, residents and/or clients to designated nursing staff.

(10) Performs related clerical duties such as answering the telephone, record keeping, and filing reports.

(11) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 plus three years of recent, related experience including one year in a supervisory capacity or an equivalent combination of education, training and experience.

(2) Skills and Abilities

(i) Ability to communicate effectively, both verbally and in writing.
(ii) Ability to deal with others effectively.
(iii) Physical ability to carry out the duties of the position.
(iv) Ability to organize work.
(v) Ability to operate related equipment.
(vi) Ability to supervise.