

MAINTENANCE STAFF

DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Director

FLSA STATUS: Non-exempt
DATE: July 1, 2018

DUTIES AND RESPONSIBILITIES:

To assist the Maintenance Director in the day-to-day upkeep for the property; performs skilled technical and preventive maintenance, functions in building and grounds maintenance, alteration and repair of the facility, follows maintenance checklist functions and maintenance procedures, and equipment repairs. Must be able to take charge if the maintenance manager is off the property.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

ESSENTIAL FUNCTIONS:

1. Assists in maintaining the interior and exterior of all buildings and grounds in all seasons.
 - Performs daily, weekly, monthly inspections of all essential equipment and systems per audit sheets.
 - Keeps accurate records of maintenance performed by logging and dating all equipment checks and tests and preventive repair and routine replacement (filter changes).
 - Follows maintenance policies and procedures.
 - Completes work as assigned using job tickets, purchase orders, and work orders.
 - Reports any needed improvement and repairs.
2. Ensures safety of all residents, visitors and staff.
 - Assists in the testing of facility systems, including fire alarms, smoke detectors, exit door alarms, emergency and exit lighting, nurse call system, emergency generator and sprinkler system.
 - Consider safety first and never extend beyond knowledge and experience.
 - Report unsafe conditions immediately.
 - ergonomics.
3. Performs maintenance and repair functions in the following areas.
 - Plumbing – Identifies and performs basic repairs of plumbing leaks or breaks; replaces float units in toilets and washers; unclog lines and drains; remove sink traps for cleaning; replaces washer and other minor parts; maintains and monitor septic systems; Repairs and replaces hot water heaters. Conducts checks on sprinkler system.
 - Painting – Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain to redecorate and protect interior and exterior surfaces, trimming, and fixtures of the facility; fills nail holes, cracks, and joints with putty, plaster or other filler; paint walls, ceilings, doors, window and door frames, tables, chairs, shelves, racks, closets, and parking-space stripes; .
 - Carpentry – Performs basic rough and finished carpentry work in construction and repair of structures, such as, walls, doors, fences, window

frames, office furniture, roofs, and shelves. Repair windows, screens, shades, blinds, curtain and drapery rods, doors, hinges, handles, and locks, beds, bedrails, wheelchairs, Geri chairs, walkers, canes, crutches, hand rails, railings, grab bars, towel bars, soap dishes, and water/bath sprays. Build and construct shelves, racks, tables, benches, foot stools, and bulletin boards. Installs floor tile, baseboard, wall covering, and ceiling tiles.

- Electrical – Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems, inspects electrical systems for unsafe conditions. Replace light bulbs, fuses, ballasts, circuit breakers, extension cords, electric plugs, bed-call cords, pull chains, emergency-call system cords, electrical outlets, etc.
 - Heating/Cooling Systems - Replace and clean filters in air-conditioning and heating units, washers, dryers, extractors, water systems, vents, and exhaust fans in bathrooms and over stoves. Checks/repairs boiler room equipment, pumps, check valves, boiler lines, heating and ventilating systems. Insures stationary power plant, boiler and cooling systems are in working order, monitored, repaired as needed; and tested as required.
 - Ground Maintenance – Maintains grounds in clean and orderly manner including mowing, trimming, raking, weeding, aerating and fertilizing lawns; replaces plants as needed; sets sprinklers, replaces broken sprinkler heads; adjust automatic time clocks and system pressure if necessary; maintains ground equipment (lawn mower, weed eater, saws); trims tree branches/bushes that create hazardous situations. Oversees removal of snow by hand or machine in parking lots, driveway, sidewalks and insures snow removal equipment is maintained (snow blower, shovels, etc.) Repair and replace gutters, downspouts, and drains. Maintain and repair lawn furniture and outside décor such as fountains, lights, etc.
 - Masonry – Lay forms, mixes, pours, and finishes concrete for buildings, sidewalks and slabs.
 - Glazier – Removes broken glass, putty or plastic; replaces windows and door hardware; replaces or arranges for replacement of glass for windows, doors, and light fixtures.
 - Automotive Repair – Keep records of mileage, oil changes, repairs; check tires for air, wear and replacement.
4. Assists in maintaining a well-organized, clean, neat workshop and tool room.
 5. Works cooperatively with all departments, staff, and residents.
 6. Maintains all tools in good-working order.
 7. Cleans up after every job and test the equipment to be assured it is in proper working order.
 8. Attends in-service educational programs and staff meetings.
 9. Perform related duties as assigned or as the situation dictates.

Risk Exposure Categories:

- 1=Tasks may involve exposure to blood/body fluids.
- 2=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3=Tasks do not involve any risk of exposure to blood/body fluids.

PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	Never 0 hours	Occasionally (1-33%) .1 – 2.6 Hours	Frequently (34-66%) 2.7 – 5.2 Hours	Continuously (67-100%) 5.3+ Hours
Standing/Walking:				X
Sitting:		X		
Lifting /Carrying 0-10 lbs.			X	
Lifting/Carrying 11-20 lbs.			X	
Lifting/Carrying 21-25 lbs.		X		
Lifting/Carrying 26-50 lbs.		X		
Lifting/Carrying 51-70+ lbs.		X		
Pushing/ Pulling 0-10 lbs.			X	
Pushing/Pulling 11-20 lbs.			X	
Pushing/Pulling 21-25 lbs.			X	
Pushing/Pulling 26-50 lbs.		X		
Pushing/Pulling 51-70+ lbs.		X		
Climbing/Balancing:			X	
Stooping:			X	
Squatting:		X		
Kneeling:		X		
Reaching:			X	
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and residents				X
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.				X
Seeing: Must be able to read reports, instructions, and observe residents				X
Color Perception: (Red, Green, Amber)				X
Animals/Plants		X		

MENTAL/REASONING REQUIREMENTS

Reading Simple Writing – Complex Analysis/Comprehension
 Reading-Complex Clerical Judgement/Decision Making
 Writing – Simple Basic Math Skills

EXPOSURES

Airborne particles Explosives Muscular Strain Temperature
 Caustics Fumes Noise Toxicants
 Chemicals High places Odors Vibration
 Electrical Current Moving Parts Physical abuse Vision strain
 Slippery Floors Weather

WORK AREA AND ENVIRONMENT:

Throughout the facility and grounds; trips into the community for equipment and supplies.

QUALIFICATIONS:

Education: High school diploma or equivalent. Prefer advanced skills training in electrical, plumbing and or other trade areas.

Experience: 3 to 5 years of experience preferred in long term care or an acceptable equivalent combination of education and experience.

Continuing Education: As required by state laws and regulations.

License/Certification/Registration: A valid and unrestricted driver's license is required.

Job Knowledge: Must have knowledge of building codes, rules/regulations regarding the operation of plant equipment and HVAC, plumbing and electrical systems, alarm systems, refrigeration. Compliance with OSHA, Life Safety Codes, and safety requirements required by state and federal standards and sanitation regulations. Ability to perform routine mechanical and structural repairs, such as, appliances, household and commercial stoves, refrigerators, washers, dryers. Ability to read and write English to understand blueprints and electric schematics, specifications, contracts, document observations, follow written directives and generate documents for communicate with staff and vendors. Must be able to supervise maintenance workers and monitor assigned work, instruct and train workers.

Standards: Knowledge of and ability to meet regulations of: Centers for Medicare and Medicaid Services (CMS); State Health Department; OSHA, Life Safety Codes; Facility Policies and Procedures

BASIC REQUIREMENTS

1. Residents always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Residents, resident families, co-workers and visitors will be treated with respect, dignity and kindness.
3. Support the mission, vision and values of the facility
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community.
5. Report to work on time and for scheduled shifts as attendance is required to perform the duties and responsibilities of this position.