

# MAINTENANCE DIRECTOR

**DEPARTMENT:** Maintenance  
**SUPERVISOR:** Administrator

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

## **DUTIES AND RESPONSIBILITIES:**

Supervises, schedules and 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.

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. Maintains the interior and exterior of all buildings and grounds in all seasons.
  - Provides for 24 hour coverage for the boiler plant, HVAC systems and facility mechanical equipment.
  - Ensures the performance, condition, and reliability of all plumbing, mechanical and electrical equipment to ensure efficient operation of all equipment.
  - Develops, evaluates, and maintains preventative maintenance program.
  - 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.
  - Assures that outside services are properly completed and supervised in accordance with contracts and work orders.
  - Completes work as assigned using job tickets, purchase orders, and work orders.
  - Assesses facility regularly to identify needed improvement and repairs.
  - Completes routine maintenance inspections throughout the building.
  - Maintains building maintenance records, blueprints, maps, and appropriate schematics to ensure an accurate representation of facility status is maintained and available for reference.
2. Ensures safety of all residents, visitors and staff.
  - Plans, coordinates and carries out all fire drills in all buildings in accordance with State Fire Regulations and monthly extinguisher checks.
  - Works with In-Service Director to ensure that required annual fire safety training is offered to all 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.
  - Maintains door locks and key control to ensure building security
  - Provides maintenance of all electronic security systems.
  - Submits accident/incident reports.

- Investigates on-the-job injuries and correct the problem and/or restrictions the employee may have as necessary. Obtain approval from HR Director prior to accommodations.
  - Consider safety first and never extend beyond knowledge and experience.
  - Report unsafe conditions immediately.
  - Services as an active member of the Quality Assurance Committee and Safety Committee.
3. Provides fiscal management for department operations to ensure proper utilization of finances.
- Plans, schedules, supervises and inspects facility repairs and construction/renovation projects to ensure schedules are met, budget constraints are adhered to and quality of work is high.
  - Schedules required major equipment purchase, remodeling and special projects as preapproved and assigned.
  - Purchases equipment and supplies as necessary or required. All purchases must be preapproved.
  - Reviews billing from vendors or contractors for accuracy.
4. Directs staff in maintenance and grounds keeping to fulfill project assignments, within budget, with quality and on schedule.
- Supervises staff which involves interviewing, selection, training, motivating, performance evaluations, wage administration, discipline and safe work practices.
  - Assures that all maintenance staff attends required training in hazardous communication and safety as established by OSHA guidelines.
  - Maintains safe working conditions and practices in the department
  - Trains staff in proper work practices way they are oriented to the department and continues safety and infection control training on a regular basis.
  - Monitors staff to assure they are following established safety and infection control policies and procedures including body mechanics and ergonomics.
  - Maintains attendance record of maintenance employees and when appropriate counsels
  - Reviews schedules, time punches, PTO requests to submit biweekly for payroll.
  - Schedules work hours and assignments also reviews and checks staff work performance and is responsible to see that each shift is properly staffed.
5. 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.

6. Maintains a well-organized, clean, neat workshop and tool room.
7. Works cooperatively with all departments, staff, and residents.
8. Maintains a supply of replacement parts for facility equipment.
9. Maintains current catalogs of parts and supplies.
10. Maintains all tools in good-working order.
11. Establishes commercial resources for repairs and supplies.
12. Cleans up after every job and test the equipment to be assured it is in proper working order.
13. Performs administrative requirements.
14. Attends and participates in departmental and staff meetings.
15. Performs related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- \_\_\_ 1=Tasks may involve exposure to blood/body fluids.
- X 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 with vocational training in building and/or mechanical trades

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, safety requirements required by state and federal standards and sanitation regulations. Ability to perform routine mechanical and structural repairs and i.e. 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.