



**Maintenance I  
JOB DESCRIPTION**

Position Title:	Maintenance I	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	GS 11
Department:	Plant Operations		
Reports to:	Director of Plant Operations		
Last Update:	October 14, 2015		

**Job Summary**

This position is a level 1 maintenance position and requires a minimum of 1 year experience in a maintenance field. This field must be in one of the following, carpentry, painting, plumbing, electrical, HVAC, or welding. Assist in perform building maintenance throughout the main hospital and clinic. This also includes all offsite facilities. Maintenance can include but is not limited to, patching, painting, drywall, replacing ceiling tiles, replacing light bulbs, minor electrical, installing cove base and VCT tiles, grounds keeping, HVAC to include filter changing and minor repairs as needed. Work is performed with assistance as needed based on knowledge level and ability to perform the work.

**Essential Functions**

- Promotes the mission, vision, and values of the organization.
- Hang pictures and other fixtures
- Assemble furniture and also moves furniture
- Perform repair of boilers, air conditioning/heating units and filters, all other equipment included in utilities management program with the assistance of a level 2 maintenance tech or above.
- Assist in the performance of the following : observe/listen to operating machines/equipment to diagnose machine malfunction and determine need for adjustment/repair.
- Must familiarize all Policy and Procedure manuals to determine proper procedures to follow for repairs of boilers, equipment, and refrigeration.
- Assists in maintaining and lubricating tools and equipment.
- Perform building maintenance with assistance as needed to include: patching, painting, ceiling tile replacements, light bulb replacements, minor carpet installation, roof repair, assists with building grounds as needed, snow removal, etc
- Basic computer skills to post work orders and other miscellaneous projects
- Manage own time in an efficient and productive manner
- Understand written sentences and paragraphs in work related documents
- Communicate with others to convey information effectively.
- Apply logic and reason to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Communicate effectively in writing as appropriate for the needs of the audience.
- Must learn to obtain and observe the appropriate use of equipment, facilities, and materials needed to do certain work.
- Must consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Provide on call service as scheduled

**Non-Essential Functions**

- Perform other duties as assigned

### **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintains standards of professional society procedures and ethical behavior.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Participate in performance improvement and continuous quality improvement activities.
- Attend committee, CQI and management meetings as appropriate.
- Ensure compliance with policies and procedures regarding department operations, fire, safety, and infection control.
- Must be safety conscious while using equipment and use proper personal protective equipment.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

### **Qualifications**

- High school diploma or equivalent.
- A minimum of 1 year experience in maintenance, preferably in a hospital setting
- Must have a valid driver's license with a clear record.
- Ability to read, write and communicate in the English language.

### **Knowledge, Skills, and Abilities**

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Strong organizational and interpersonal skills
- Basic mathematical skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner
- Ability to lift heavy objects with assistance when needed and do physical labor for long periods of time.
- Ability to manage own time in an efficient and productive manner
- Ability to understand written sentences and paragraphs in work related documents

### **Physical Requirements and Environmental Conditions**

- Work irregular hours including after hours as needed
- Work on-call schedule as required
- Work in varying degrees of temperature (heated or air conditioned)
- Work under stressful conditions
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting objects
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- May be required to work in confined spaces, on ladders, and in adverse weather conditions.

**General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**