**JOB DESCRIPTION**

**MAINTENANCE**

**REPORTS TO:** CEONon-Exempt Job number: 230 Job Code: 0095001

**JOB SUMMARY**: General maintenance of physical plant and grounds to ensure the buildings and grounds are kept safe, neat and orderly. This position uses power equipment and maintains equipment to function safely and within compliance.

**DUTIES/RESPONSIBILITIES**:

* Treat everyone with dignity and respect.
* Promote and protect all patient/resident rights.
* Maintain confidentiality of protected health information, including verbal, written, and electronic communications.
* Demonstrate professional behavior while on duty in any setting.
* Repair, replace or install equipment and provide preventive maintenance and quality control on equipment in accordance manufacturer’s recommendations or department procedures.
* Completes work within reasonable time frame
* Diagnose mechanical issues/handle basic repairs and maintenance.
* Ensure facility compliance with federal, state and local regulations for healthcare facilities.
* Initiate and complete work orders and electrical checks on new and incoming equipment.
* Inspect buildings and grounds for required unscheduled maintenance.
* Ensure that the buildings and grounds, supply and work areas are neat and organized.
* Inspect parking lots and walkways in winter and apply sand or remove snow as needed.
* Responsible for the upkeep of outdoor landscape which includes the watering and trimming of shrubs and plants.
* Maintain equipment to function safely and follow safe and productive practices.
* Transport mail and packages as scheduled or requested.
* Purchase/pick up supplies as requested while maintaining adequate inventory of maintenance supplies and parts.
* Drive company vehicles and transports patients/residents as requested.
* May work with contractors when professional repairs are necessary.
* Complete preventive maintenance and quality control records.
* Perform emergency drills for staff.
* Participate in requested/required staff development, in-service, and other educational related activities.
* Participate in the orientation of other NCHS employees attend Maintenance Department meetings on a regular basis.
* Work with administration to maintain and periodically update the written policies and procedures for the Maintenance Department and ensure that policies are followed.

**LICENSURE/CERTIFICATION REQUIREMENT:**

Valid Driver’s License required; must provide copy of current license prior to start date. BLS preferred but not required. The employee is to maintain all applicable education, licensure, certification or registration requirements.

**QUALIFICATIONS /ABILITIES**:

* High school diploma or general education degree (GED).
* Previous experience in maintenance preferred.
* Must be highly skilled with various hand and power tools and be able to read blueprints and repair manuals.
* Ability to gain proficiency in NCHS’s software programs as applicable
* Demonstrate competency and ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures.
* Demonstrate the ability to communicate effectively both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively in business relationships and with individuals throughout NCHS.

**Demonstrate knowledge and understanding of and compliance with:**

* Infection control policies and procedures for position.
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or safety violations.
* The appropriate use of all safety equipment and personal protective equipment.

**WORKING CONDITIONS**: Monday-Friday, day shift, with rotating on call evening, weekend and holiday shifts. Frequently indoors, heat/air conditioning, frequently outdoors, infrequent extreme temperatures (during snow removal/grounds maintenance), occasionally drive facility vehicle.

**JOB EXPOSURES:** May be subjected to occupational health hazards including but not limited to odors, chemicals, infectious diseases, infectious wastes, body fluids, physical, psychological and emotional stress. Use of patient lifts, hand tools, power tools and general maintenance equipment.

**PHYSICAL REQUIREMENTS:**

* Hand Functions- grasp and pinch frequently.
* **Visual-** optimal vision required to read information, reports, instructions, labels etc.
* **Verbal/auditory-** must communicate effectively with patients, families, physicians and other staff.
* Frequent lifting, standing, walking, bending and working at all levels for extended periods.
* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Ability to lift, move, push or pull 40 pounds.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

I have read and understand the job description for my position. I agree to comply with all NCHS policies, laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my director or the Corporate Compliance Officer (Administrator)

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Employee Date

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CEO/Administrator Date