

CASCADE MEDICAL CENTER

SUBJECT: JOB DESCRIPTION
MAINTENANCE & PLANT OPERATIONS

SUPERVISOR: CEO

A. JOB SCOPE AND FUNCTIONS

The general maintenance and repair worker has skills in many different crafts. He (she) repairs and maintains machines, mechanical equipment, and buildings and works on plumbing, electrical, and air-conditioning and heating systems. He builds partitions, makes plaster or drywall repairs, paints walls, and fixes or paints roofs, windows, doors, floors, woodwork, and other parts of building structures. He also maintains and repairs specialized equipment and machinery found in the kitchen, laundry area, and around the hospital and clinic. Typical duties include troubleshooting and fixing faulty electrical switches, repairing air-conditioning and heating motors, and unclogging drains.

The general maintenance and repair worker inspects and diagnoses problems and determines the best way to correct them, frequently checking blueprints, repair manuals, and parts catalogs. He obtains supplies and repair parts from distributors or storerooms. Using common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers, as well as specialized equipment and electronic testing devices, he replaces or fixes worn or broken parts, where necessary, or makes adjustments to correct malfunctioning equipment and machines. The general maintenance and repair worker also performs routine preventive maintenance and ensures that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate. He may inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions.

The general maintenance and repair worker is also responsible for snow removal and grounds upkeep, including landscaping and mowing. He is responsible for maintaining a list of contractors and vendors to complete work outside his scope or time allowance, managing those contractors/vendors, and inspecting their work. He keeps records of his work and follows all policies and procedures related to purchasing. It is expected that he will keep current in knowledge required to maintain a healthcare facility, and maintain membership and education through the American (or Idaho) Society of Healthcare Engineers (ASHE, ISHE).

The person in this position is responsible for the life-safety compliance of the hospital, and orientation/training/education of staff for same. Responsibilities include assuring medical center is compliant with current Hospital/Clinic life safety regulations, scheduling/performing fire drills, and maintaining records of same to prove all staff is familiar with life safety requirements.

B. QUALIFICATIONS

Education: High School preferred, with ability to read, write and speak English. Able to do simple mathematics, basic computer skills.

Experience: Preferred five-year experience in maintenance field with working knowledge of Life Safety Standards, NFPA 101 and building codes for Health Care Facilities.

Health: Good physical and mental health and personal hygiene.

C. WORKING ENVIRONMENT

Risk of exposure to (check those that apply and list "other")

<input checked="" type="checkbox"/> Blood & bodily fluids	<input checked="" type="checkbox"/> Latex	<input checked="" type="checkbox"/> Odors, chemicals
<input checked="" type="checkbox"/> Disease	<input type="checkbox"/> Hazardous drugs	<input type="checkbox"/> Other: _____
<input type="checkbox"/> TB (to require mask)	<input checked="" type="checkbox"/> Mechanical/Electrical	<input type="checkbox"/> Other: _____

D. PHYSICAL REQUIREMENTS

Please complete based on a normal day's work.
 Employees are asked to sign a statement indicating whether they can perform the essential functions of their position. Requests for accommodation will be considered on an individual basis.

Classifications	Max	Frequent	Occasional	This Job
Sedentary	10 lbs.	-	-	
Light	25 lbs.	10 lbs.	-	
Medium	50 lbs.	25 lbs.	10 lbs.	
Heavy	100 lbs.	50 lbs.	20 lbs.	X
Very heavy	>100 lbs.	-	-	

	Frequent > 60% of day	Occasional 30% of day	Limited Up to 30% of day
Sitting			X
Twisting/turning from waist	X		
Standing		X	
Climbing			X
Crawling			X
Left/right foot movement		X	
Walking	X		
Bending		X	
Stooping		X	
Kneeling		X	
Squatting		X	
Push/pull objects on roller/wheel			X
Push/pull objects not on rollers/wheels			X
Reaching above shoulder level	X		
Reaching below shoulder level	X		
Moving objects horizontally (left to right)		X	
Moving objects vertically (up and down)		X	

Handing (holding, grasping, working with hands)		X	
Fine finger manipulation (size, shape, temperature, texture by finger receptors)			X

	Check If Appropriate
Senses needed to perform essential functions of the position: Hearing, talking, depth perception, color, vision, touch and smell.	X
Maintain a stable posture and gait with hands free to perform anticipated or routine and emergent patient care.	
Endurance (cardiovascular fitness)	X
Physically and mentally able to work extended hours when necessary	X

I have read the job description above and agree that I am qualified and able to perform the job to the best of my ability:

Employee Signature

Date

Administrator Signature

Date