**Responsible To:** Operations Manager

**Qualifications:**

1. Minimum High School education is required.

2. Valid driver’s license with good driving record.

3. Must have the ability to communicate and relate well with the public and all levels of the organization, both verbally and in writing.

4. Ability to organize and complete multiple tasks on a continuing basis.

5. Ability to maintain strict confidence in all business sensitive matters.

6. Must be able to pass a criminal background check.

7. Must type 40 WPM.

**Responsibilities:**

1. Maintain clinical physical plants.

A. Maintain regular maintenance programs for all furnaces, air conditioners and other equipment as needed.

B. Maintain regular carpet cleaning and other upholstery cleaning schedules for all locations.

C. Assure regular inspections of all buildings and assures grounds are kept well-groomed and buildings neat and attractive.

D. Assure annual inspections of fire systems and fire extinguishers.

E. Assist Clinic Coordinators in contracting necessary help to accomplish proper care of physical plants.

F. Arrange contracts for needed utilities and services for clinic operations; trash, water, grounds, and phones.

G. Conduct regular clinic inspections for safety and maintenance problems; no less than quarterly.

H. Work with Safety Committee as appropriate.

I. Monitor maintenance, repairs, and updates on phone system.

J. Maintain Service logs for clinic and vehicle maintenance and up keep.

K. Supervise janitorial staff.

2. Equipment inventory and maintenance

A. Assure that all non-medical equipment is properly maintained and serviced on a regular basis.

B. Keep accurate, up-to-date logs of maintenance and service.

C. Maintain an accurate, continuous inventory of equipment and furniture.

D. Conduct a physical inventory a minimum of once annually.

E. Issue inventory tags/stickers and track movement and disposal of equipment and furniture.

3. Automobile maintenance and repair

A. Assure that all clinic vehicles are serviced, cleaned and maintained regularly per manufacturer’s recommendations.

B. Maintain service logs on all clinic vehicles.

C. Ensure all vehicles have current proof of insurance and registration.

D. Keep all tags and license plates current on all vehicles.

E. Conduct a safety inspection on all vehicles a minimum of every 6 months.

F. Manage gas card accounts.

4. Supply control system

A. Distribute all non-medical orders to clinics as required, and restock incoming supplies.

B. Order, monitor, and maintain adequate janitorial supplies.

C. Obtain bids for facility needs.

5. Administrative

A. Maintain Door Code program.

B. Obtain and maintain clinic cellular telephones and pagers.

C. Assist management with special projects.

D. All other duties as assigned.

**Quality Improvement:** Participates in improving [CHC] performance, processes, or programs through quality improvement, which will be demonstrated in at least one instance annually.

**Physical Requirements**:

1. Ability to lift up to 25 lbs.

2. Prolonged sitting, bending, stooping, walking and standing

3. Correctable vision and hearing

4. Must be able to read, write, and speak clearly

5. Manual dexterity