**Reports To:** Facilities Supervisor

**Primary Accountability:** Responsible for general maintenance and repair duties of a skilled nature to ensure the safe and efficient operations of the organization.

**Primary Duties & Responsibilities:**

1. Responds to and performs work order requests.
   1. Generates new work orders as needed.
   2. Completes work orders utilizing Computerized Maintenance Management System (CMMS).
   3. Purchases supplies to complete work orders.
2. Receives and distributes daily deliveries.
3. Maintains inventory of housekeeping supplies.
4. Maintains facilities campus:
   1. Mows the lawn.
   2. Operates and repairs irrigation system.
   3. Maintains landscaping plants.
   4. Ensures parking lots and sidewalks are clear of snow and debris.
   5. Sprays for weeds as needed.
5. Performs Facilities Supervisor tasks when Supervisor is absent.
   1. Assigns work orders to facilities staff members.
6. Ensures building access control.
7. Performs safety equipment checks.
   1. Inspects fire equipment monthly.
   2. Inspects exit and safety lights monthly.
8. Assists with housekeeping:
   1. Provides oversight of housekeeping staff.
   2. Cleans upholstery on chairs.
   3. Spot cleans carpets as needed.
9. Performs general maintenance tasks:
   1. Competent to perform general plumbing.
   2. Competent to perform general carpentry.
   3. Competent to perform electrical repair.
   4. Competent to perform minor heating, ventilation, and air conditioning.
   5. Competent to perform painting tasks.
   6. Competent to perform minor roof repair.
10. Maintains security of the premises (i.e., maintaining outside lighting, locking outside storage, transporting medical records).
11. Assists staff and patients with emergency situations.
12. Responsible for training and directing the work of the maintenance worker in coordination with the Facilities Supervisor.

**General Development:**

1. Requires more advanced organizational skills in order to organize projects or the work of others.
2. Job duties require the ability to work independently and as part of a team.
3. Ability to manage own duties and responsibilities on a fixed schedule without the need for direction or assistance in prioritization is required.
4. Employees are able to effectively select from alternatives to situations encountered on the job.
5. Work requires consideration of the way the work affects other employees outside the department or functional area.
6. Duties require drawing conclusions using inference and logic, which may be different than the conclusions that could be drawn by others.

**Professional & Technical Knowledge:** Possesses general work-related skills at a higher level than completion of high school, including written and verbal communications skills, computational and computer skills, and mathematical knowledge frequently acquired through completion of an Associates degree, trade school program, or equivalent on the job experience.

**Technical Skills:**

1. Ability to prepare basic correspondence and simple reports in Microsoft Word
2. Ability to generate, review and close work orders in CMMS System
3. Ability to create, send and manage email in Outlook
4. Ability to use Microsoft Excel to enter information into tables and simple displays of information

**Communication Skills:**

1. Job duties require the employee to effectively communicate basic or non-technical information to co-workers and others.
2. Employees are expected to exercise tact and diplomacy in the resolution of mild conflicts or disagreements.
3. Job duties require the effective communication of information in written (including electronic) correspondence.
4. Job duties require the effective communication of information during informal and formal verbal presentations.

**Work Environment:** Work is performed in an office environment as well as outdoors. May involve exposure to potential injury, including long exposure to the elements or potentially hazardous conditions.

**Additional Job Requirements:** Must have reliable transportation and provide documentation of auto insurance and valid driver’s license as required.

**Blood/Fluid Exposure Risk:** Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

**Typical Physical Demands:**

* Capable of working in extreme cold or hot environment for long periods of time
* Occasional lifting up to 100 pounds
* Frequent bending, walking, reaching and kneeling
* Good eyesight and vision for close work/computer screens
* Ability to communicate in person and on the phone
* Frequent use of the keyboard requiring manual dexterity
* Frequent writing requiring manual dexterity