



JOB DESCRIPTION MAINTENANCE TECHNICIAN

REPORTS TO: Director of Plant

EDUCATION & EXPERIENCE: High School diploma or equivalent

SKILLS: Basic knowledge of plumbing, carpentry, and electricity, able to operate and repair all types mechanical/maintenance equipment

PRIMARY DUTIES:

- transport trash (eg. x-ray/ultrasound, lab, conference room)
- inspect grounds to ensure safe conditions, remove trash, debris and snow
- set up meeting rooms daily
- wash walls, lights, windows, fixtures, equipment and vents
- stock, transport and monitor level of building maintenance chemicals and supplies
- clean and polish metal/porcelain fixtures
- clean up emergency spills
- perform minor repair, testing and maintenance of electrical/mechanical appliances and equipment
- service interior and exterior faucets and drains
- rebuild/repair plumbing valves
- pest extermination
- minor furniture repair
- troubleshooting and daily maintenance of heating/roof air conditioning systems
- monitor and troubleshoot main sewer line under building
- clean and maintain sump pump
- monitor and reset electronic timers and thermostats
- participate in new construction and remodeling efforts
- monitor and maintain interior and exterior lighting
- wallpaper and paint
- comply with all regulations related to confidentiality of patient information
- assist Director of Plant in remote site maintenance

OTHER DUTIES:

- provide back-up support for Director of Maintenance
- pickup and deliver parts, equipment and supplies
- dry and wet mop, wax and buff floors as necessary
- vacuum and shampoo carpets, bacteria control and spot removal as necessary
- assist other departments with moving heavy supplies, equipment or furniture
- assist with building security needs
- chaperone vendors around facilities
- work rotating Saturdays (schedule will be worked out with supervisor)
- other duties as assigned by supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:

- visual and auditory accuracy
- shift length - 8 hours
- working both indoors and outdoors
- ability to respond quickly and calmly in building emergencies
- extensive standing and walking
- continuous repetitive grasping and manipulation of both hands
- frequently working in confined, noisy areas
- frequently working at moderate heights and on ladders
- frequent exposure to electrical, chemical and gaseous conditions and moving machinery
- frequent squatting, bending, kneeling, reaching, twisting, climbing
- use of personal transportation
- occasional operation of industrial machinery
- frequently lifting and carrying up to 55 lbs
- occasionally pushing/pulling up to 200 lbs
- occasional exposure to hazardous materials
- read and interpret detailed specifications, technical manuals, instruments, dials, etc.
- understand/carry out simple/detailed oral/written instructions
- memorize and retain instructions
- diagnose and repair machinery, equipment and instrument malfunctions

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date