**MISSION:** Inspired by our Christian values and beliefs we provide options in health care that will enable seniors to remain in their local communities.

**PHILOSOPHY**

* We believe in caring for our residents in a respectful manner by encouraging choices and providing for their individual independence while ensuring their dignity.
* We believe in the campus concept of care. Whenever possible, we try to co-locate the nursing home and assisted living facility, providing a continuum of care.
* We believe in treating our employees fairly and honestly. We support their education endeavors and career advancements and encourage their self-sufficiency and independence.
* We believe communication is vital at every level in a health care organization, from the resident, families, caregiver on the floor to the administrator. We promote a culture which fosters accountability, mutual respect, pride and ownership in one’s tasks and accomplishments.

**JOB POSITION**: Maintenance Director

**DIRECT SUPERVISOR**: Assisted Living Manager

**FLSA STATUS:** [x]  Exempt or [ ] Non-exempt [x] Salary or [ ] Hourly

**Job Summary**: To coordinate and oversee all maintenance duties in the facility. Performs maintenance duties, maintains neatness and function of the facility building, equipment and grounds.

**Job Qualifications**:

* High School or Equivalent.
* Two years of education at a trade school or equivalent.
* Ability to read, speak, and communicate in a professional manner.
* Must possess a strong mechanical aptitude.
* MN Driver’s License and good driving record.
* Ability to work independently and follow multiple directions. Self-prioritizing and multi-tasking required.
* General knowledge & direct experience in Plumbing, HVAC, Electrical, Carpentry and/or general building maintenance is required.
* Ability to lead and willingness to cooperate with management, staff, and residents/families.
* Prior Experience in a plant operations setting is favored.
* Willingness & ability to troubleshoot equipment/systems failures.
* Ability to plan & coordinate implementation of small building/repair projects from start to finish while utilizing one’s skills as much as possible with direct labor associated with such projects.
* MN State Boiler license (If required) or willingness to obtain within 12 months of hire.

**Hours of Work**: As scheduled. Will make periodic visits to all shifts. Position requires “On-Call” status for facility emergencies 24/7. Will also trouble shoot problems over the phone as necessary.

**DUTIES:**

PUBLIC RELATIONS:

* Assist with facility marketing plans as delegated by Supervisor.
* Participate in outside events to promote Advertising/Marketing.
* Lead, serve on, participate in, and attend various committees of the facility as required, and as appointed by Supervisor.
* Maintains good relations with outside groups including vendors, contractors, and community members.
* Provides effective communication with other individuals (i.e. courtesy when answering the phones, assists visitors, guests, and residents in finding their way around the building.
* Does not gossip about, degrade, or tarnish the reputation of the facility or any fellow employee.

RESIDENTS:

* Assure that the environmentally related needs of the resident are met/maintained on an individual basis
* Participate in development and implementation of safety plans and assessments for the residents
* Involve the resident/family in planning environmental service programs when possible (Laundry, Housekeeping, Maintenance)
* Participate in Resident Council meetings as warranted
* Make supportive visits to residents to assist with any environmental related concerns or suggestions.

OPERATIONS

* Plan, develop, organize, implement, evaluate, and direct the maintenance programs of the facility.
* Assist in the development, administering, coordinating, and procurement of department policies and procedures.
* Assume the authority, responsibility, and accountability of directing and implementing of maintenance department policies and procedures.
* Keep abreast of current federal and state regulations, as well as professional standards. Make any recommendations on changes in policies and procedures to Manager.
* Review department policies and procedures, at least annually, and participate in making recommended changes.
* Ensures that all required inspections are completed in a timely manner and that appropriate documentation is completed and up-to-date in compliance with local, state and federal regulations.
* Participates in the call schedule for the facility to ensure all emergency repair requests are handled.
* Performs inspections and tests as outlined by the facility’s preventative maintenance program.
* Performs maintenance on such facility equipment as: wheelchairs, beds, electric motors, desks, chairs, HVAC, and all other facility equipment.
* Assesses need for paint and repair inside and outside of building and makes needed maintenance and repair in a timely manner.
* Maintain grounds and upkeep around the building including but not limited to snow removal, laying down salt, mow/rake law, and weed removal.
* Coordinate security systems to assure locks are kept in correct working order.
* Responsible for annual test of sprinkler system and monthly test of fire alarm and generator systems.
* Utilizes and adheres to appropriate precaution/techniques with hazardous chemicals, blood and body fluids, medical waste, and/or equipment.
* Does not allow unimportant interruptions to waste time at the expense of assigned duties.
* Interview resident/families as necessary in a private setting.
* Assist in the review and updating of departmental job descriptions at last annually.
* Coordinate maintenance activities with other departments as necessary.
* Lead, serve on, participate in, and attend various committees of the facility as required, and as appointed by the manager.
* Ensures the maintenance of a correct and updated MSDS book.
* Work with fellow departments and implement recommended changes as required.
* Attend and participate in the annual OSHA and CDC in-service training programs for hazard communication, and other in-services as necessary or recommended.
* Assist in collecting data for Quality Assurance indicators.
* Participate on and implement recommendations from the Quality Assurance Committee as they relate to the Quality Assurance program.
* Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.
* Complete/Review audits and assessments related to safety, productivity, and quality of the Maintenance Department related to standards set by state and federal guidelines as well as facility policies and procedures.
* Ensures that preventive maintenance is carried out in a timely manner and that a safe and efficient environment is maintained.
* Wears name tag at all times.
* Directs maintenance production and sanitation.
* Inventories incoming supplies as directed related to departmental responsibility.
* Maintains updated documentation of facility equipment information, paperwork, historical data, & user/owner manuals.

BUDGET

* Pre-plan ordering of supplies; monitor for discounts/sales or ability to order in bulk, verify invoices for accuracy of pricing/cost and return any unnecessary items whenever possible.
* Perform a cost analysis of maintenance contracts and offer input if the cost is beneficial to the service offered on behalf of the facility.
* Assist manager with development of yearly budget for Maintenance Department.
* Monitor expenses of department and implement any necessary changes as directed by the manager.
* Monitor waste and make any departmental changes as necessary to reduce waste; have plan for use of chemicals, efficiency with washing and drying of laundry, ordering and use of paper products.
* Offers input for capital equipment budget.
* Has a basic understanding of the information included in the budget, reviews it on a monthly basis to ensure that expenditures are in line with budgeted amounts and responds appropriately.

BUILDING

* Request repairs for equipment as necessary.
* Reports safety and environmental hazards.
* Conducts drills to allow employees to practice safety and review policies and procedures in the event of an actual emergency.
* Responds appropriately to fire drills, codes, etc.
* Maintains a clean and orderly environment at all times.
* Responsible to ensure the general upkeep and maintenance of the building and grounds are completed in a manner that is safe, functional, and appealing.

EMPLOYEES

* Maintain open communication with all departments to promote the best quality of care for residents/family.
* Report to work on time, and properly groomed according to departmental/facility dress code.
* Follow established ergonomics policies and procedures governing lifting techniques, repetitive tasks, and the use of safety equipment and supplies to prevent work-related injuries and illnesses.
* In charge of coordinating staffing for the maintenance department with the housing manager; recruiting, hiring, training, coaching, counseling, disciplining and terminating maintenance staff as necessary, as it relates to the maintenance department.
* Responsible for provision of ongoing in-service training for employees.

**PHYSICAL/MENTAL DEMANDS**

**Maintenance Worker**

|  |
| --- |
| **General Activity**  |

 **In a regular workday, employee may:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sit | **.5** | Hours at a time; up to | **2** | Hours during the day |
| Stand | **2** | Hours at a time; up to | **4** | Hours during the day |
| Walk | **1** | Hours at a time; up to | **2** | Hours during the day |

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| **Motion**  |

 **Employee is required:**

(In terms of a regular workday, "Occasionally" equals 1% to 33%, "Frequently" 34% to 66%, "Continuously", greater than 67%.)

|  |  |  |  |
| --- | --- | --- | --- |
| Bend/Stoop | Frequently | Kneel, Duration 30 sec | Occasionally |
| Squat | Frequently | Balance | Frequently |
| Crawl, Distance | Occasionally | Twist | Frequently |
| Climb, Height | Frequently | Keyboarding/Mousing | Occasionally |
| Reach above shoulder level | Frequently |  |  |

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| --- |
| **Other:** |
|  | Painting | Occasionally |
|  | Repetitive Mopping/Sweeping | Occasionally |
|  |  | Choose an item. |

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| **Physical Demand** |

**Employee’s job requires he/she carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. Employee’s job requires a pushing/pulling force to move a load (not the weight of the load).**

|  |  |
| --- | --- |
| **Physical Demand Classification:** | **Carrying/lifting weight and pushing/pulling force:** |
|  |  |  |  | Occasionally | 50 lbs. |
|  | **Medium-heavy** |  |  | Frequently | 25 lbs..  |
|  |  |  |  | Constantly | 15 lbs. |

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| **Sensory Requirements:** |
|  |  | **Yes/No** | **Explanation (if Yes)** |
| Speech | Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.  | Yes | communicating with staff, vendors and residents. |
| Vision (VDT) | Are there specific vision requirements for the job?  | Yes | Must be able to read small print and computer screens with near to normal visionMust be able to distinguish colors.  |
| Hearing | Ability to receive detailed information through oral communications, and to make fine discriminations in sound; i.e., making fine adjustments on machine parts, using a telephone, taking blood pressures.  | Yes | Able to communicate and hear alarms, machinery to diagnois issues etc |
| Smell | Ability to smell scents and identify correct odors.  | Yes | Must be able to smell odors and recognize any foul or improper scents.  |
| Taste | Ability to taste varying foods, herbs and spices.  | Yes | Must be able to taste the food being prepared for proper flavor. |
| Touch | Ability to feel/touch. Use of extremities and sensation of touch.  | Yes | Ability to sense touch with extremities to provide direct care to residents and identify temperature of waters/food for safety. |

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| **Environmental Factors** |
|  | **Yes/No** | **Explanation (if Yes)** |
| Working on unprotected heights | Yes | ladders |
| Being around moving machinery | Yes | cleaning equipment, mowers, snow blowers |
| Exposure to marked changes in temperature and humidity | Yes | working outdoors |
| Driving automotive equipment | Yes | facility or personal vehical for meetings |
| Wearing personal protective equipment | Yes | when working with chemicals |
| Exposure to atmospheric conditions (i.e. fumes, dust, odors, mists, gases, or poor ventilation) | Yes | general maintenance duties |
| Exposure to extreme noise or vibration | Yes | machinery |
| Exposure to blood, body fluids and waste | Yes | Resident direct contact |
| Exposure to radiation | No |       |
| Exposure to other hazards (i.e. mechanical, electrical, burns, or explosives) | Yes | machinery |
| Exposure to varying outdoor/weather conditions | Yes | Extreme cold/extreme heat |

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| **Emotional/Psychological Factors** |
|  | **Yes/No** | **Explanation (if Yes)** |
| Stress: Exposed to stressful situations | Yes | Must be able to work and adapt under stressful situations |
| Concentration: Must be able to concentrate on work tasks amidst distractions. | Yes | Must be able to work with constant interruptions such as phones ringing, others talking etc. |
| Must exert self-control.  | Yes | Must display professional behavior at all times and in all circumstances |
|       | Choose an item. |       |
|       | Choose an item. |       |

This job description is not intended to be all inclusive. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is not intended to be a written or implied contract of employment. I have read and understand this job description and physical/mental demands of my position and I agree to the conditions outlined in it. I understand that I will be evaluated, at least in part, by the standards outlined.

Check One:

\_\_\_\_\_\_\_ **I am able to perform all of these essential functions of this position.**

\_\_\_\_\_\_\_ **I request reasonable accommodation(s)**. (Please describe below in detail how you propose to perform the essential functions of this position.)

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EMPLOYEE SIGNATURE SUPERVISOR SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE DATE