

BUILDING MAINTENANCE JOB DESCRIPTION

Employment Classification: Hourly, Non-exempt

Reports To: Administrator

Summary of Position:

Ensures resident and staff comfort through implementation of a consistent, preventative maintenance program schedule in accordance with facility policies and procedures. Contacts appropriate vendors to provide routine facility maintenance and effective repairs. Ensures facility grounds are attractively maintained. Provides hands on maintenance to facility as appropriate. Oversees facility safety program and implements MDSO program on all chemicals used by facility. Conducts fire drill consistently in accordance with regulation.

Qualifications:

- Prefer high school education or equivalent
- Previous experience overseeing maintenance program preferred
- Knowledgeable and capable of performing minor maintenance and repairs including painting, basic carpentry, basic plumbing, etc.
- Able to work with a variety of individuals in a calm and patient manner
- Able to coordinate with vendors for preventative maintenance programs to ensure smooth operation of facility
- Ability to communicate well
- Ability to read, write, speak and understand English
- Team Player
- Self-directed with ability to prioritize projects and multi-task
- Capable of performing tasks in efficient and accountable manner
- Ability to relate positively, effectively and appropriately with residents, family members and staff
- Possess current Washington driver's license in good standing, prefer commercial driver's license
- Ability to remain calm and tactful in stressful situations
- Acceptable references
- Must meet all requirements established by regulation that pertain to employees who work in a boarding home setting
- Must meet employee requirements established in Employee Handbook and Operating Policies and Procedures Manual
- Ability to attend all required trainings and in-services
- Genuine interest in the needs of residents served
- Physical requirements of position: standing, sitting, reaching above shoulders, bending/stooping, perform repetitive motions, and occasional lifting. In addition must

be free of communicable disease and meet community policies and procedures regarding necessary physical health

Essential Functions

- Responsible for ensuring that facility building, environmental systems and grounds are well maintained and safe by implementing a consistent, preventative maintenance schedule in accordance with policies and procedures and state regulations
- Make emergency repairs as necessary either through contact of vendors as appropriate or minor self-repair as appropriate without jeopardizing warranty
- Assist with the development and improvement of an effective and efficient maintenance schedule
- Purchase maintenance supplies as necessary and approved within budgetary guidelines
- Monitor and improve contracts with outside vendors to insure quality, timely and cost efficient delivery. Ensure certificate of insurance maintained on each vendor
- Assist with development of maintenance agreements and maintain positive relations with vendors to ensure smooth facility operations
- Develop annual maintenance renewal contract system along with the Administrator
- Complete Maintenance Work Orders daily. Provide completed Work Order forms to Administrator
- Ensure proper working condition of all facility life safety systems including: fire alarm system, fire sprinklers, emergency call system, fire extinguishers, generator, range hood, etc. and maintain appropriate contracts with vendors to provide timely service to these systems in accordance with applicable fire codes and regulations
- Ensure facility water temperatures are in compliance with DSHS regulations. Maintain daily water temperature logs and provide to Administrator on weekly basis
- Paint and make necessary repairs to resident units as vacancies occur
- Maintain equipment on the property in acceptable working condition
- Oversee facility safety program and ensure Safety Committee is set up and meets regularly in accordance with regulations
- Ensure MSDS program is implemented and sheets are obtained for all chemicals that are used in the facility
- Assist with staff orientation and training regarding life safety systems and equipment
- Maintain effective working relationship and good communication with all department heads and staff members
- Maintain accountability to Administrator regarding completion of projects
- Assist with special projects as needed
- Report regularly to Administrator regarding status of maintenance department
- Provide prompt and courteous attention to concerns of residents via Maintenance Work Orders
- Maintain confidentiality of all pertinent resident information in accordance with policies and procedures
- Attend in-services, training programs and meeting as scheduled

- Maintain driver's license in good standing
- Participate in implementation of emergency policies and procedures
- Provide evacuation assistance during emergencies and as specified in emergency policies and procedures
- Conduct fire drills consistently and in accordance with state regulations
- Follows Maintenance Manual to ensure proper care is taken of facility and equipment
- Perform other duties as assigned by supervisor.

General Statement:

It is understood that this job description may be expanded or modified in the future to accommodate facility and/or resident needs.

Acknowledgement

I have read this job description and fully understand the requirements of this position. I accept this position and agree to perform the identified functions in a manner that is consistent with the directives of the company and the person to whom I report.

Employee Printed Name: _____

Signature of Employee

Date

Facility Witness

Date