

Culberson Hospital Position Description

Job Title: Maintenance Manager
Department: Maintenance
Reports To: Administrator
FLSA Status: Exempt

SUMMARY: Assuring the patients, visitors and employees experience consistently groomed, well maintained grounds and that all buildings and equipment are operating in a safe and efficient manner through the effective management of the maintenance staff.

QUALIFICATIONS:

- Must represent the hospital in a positive light within the community.
- Must possess the ability to communicate effectively in written and oral form.
- Must be proficient at basic computer operations (for scheduling, basic written communication to staff, etc.)
- Must have a clear understanding of the organization's standards regarding acceptable levels of maintenance of the grounds and equipment for the facility.
- Must be able to effectively communicate with the Administrator regarding necessary repairs and maintenance of the facility.
- Must be able to communicate and schedule with contractors, with Administrator's approval, when repairs are beyond the scope of staffs experience.
- Must be able to bid cost estimates for necessary repairs.
- Must have knowledge of risk management policy and procedures.
- Must be able to properly operate and maintain equipment such as power tools, lawn equipment, floor scrubbers, vacuum cleaners and other tools.
- Must have intermediate level of electrical, carpentry and plumbing skills.
- Proficient level of knowledge to maintain electrical, plumbing, heat and air conditioning units, telephone toners, generators and boilers.
- Must be able to properly maintain fire alarm system and perform monthly testing along with fire drills.
- Proficient level of knowledge of infection control procedures and communicable procedures.
- Must have a clear understanding of the organization's standards regarding acceptable levels of cleanliness within each distinct space.
- Ability to demonstrate responsible use of cleaning agents, supplies and other hospital resources and equipment.
- Must be able to complete duties as assigned by Administrator.
- Must be available for on call responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Managing scheduling and supervision of daily duties of maintenance staff.
- Function as a part of the management team; abide by and enforce all policies.
- Maintain Clinic and Hospital facilities including electrical, plumbing, equipment and structural maintenance.
- Work closely with Administrator informing of any patient related safety issues and the coordination of plans to resolve the issues.

- Develop schedules for maintenance employees and all on-call schedules.
- Replace filters and light fixtures when necessary.
- Understand test meters, such as voltage meters, toner and multi-meters.
- Maintain all lawns and landscaping.
- Maintain oxygen, hydrogen and O2 bottles.
- Paint and repair any structural damages when needed.
- Proper removal and disposal of bio-hazardous materials.
- Maintain all heat and air conditioning units.
- Assist other departments with any heavy lifting or moving as necessary.
- Maintain floors (stripped and waxed).
- Responsible for the implementation of and compliance with all safety policies and procedures within the department.
- Maintain equipment manuals in an organized manner.

SUPERVISORY RESPONSIBILITIES:

- Supervises maintenance staff to include performance reviews, interviewing, coaching and disciplinary actions.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED Required
- Trade School Certification Preferred
- Previous experience preferred

LANGUAGE/READING SKILLS:

- Must be able to read advanced directions for electrical and plumbing maintenance and instructions in English on chemicals, signage within facility, written instructions from supervisor, etc.
- Must be able to communicate with English-speaking patients within the hospital.

MATHEMATICAL SKILLS:

- Have ability to mathematically calculate measurements for cleaning products and lawn chemicals.
- Have ability to read tape measure and mathematically calculate the material required to repair any structural or plumbing repairs.

REASONING ABILITY: Employee responds to commonly occurring problems/situations for which standards, procedures or precedents exist.

WORK ENVIRONMENT: Employee is regularly required to speak and hear English, stand, walk, sit, use hand to finger, handle or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 50 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date