

JOB TITLE: Facility Maintenance Worker	DEPARTMENT: Plant Operations and Life Safety	POSITION OF SUPERVISOR: Plant Operations and Life Safety Manager
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40+	EFFECTIVE DATE:

**Position Summary:** This position will be responsible for completing a wide variety of tasks from basic day-to-day building maintenance such as changing light bulbs, painting, flooring and un-clogging sinks to more technical diagnosis and repair of different types of equipment. Performs skilled and semi-skilled maintenance and repair activities on building facilities and equipment. Able to follow written and/or verbal instructions for assigned tasks such as, but not limited to, assembling/disassembling furniture or installing lighting fixtures. Completes and maintains work order processes, able to see work orders through to completion with minimum call back. May include being on-call and being able to respond to a call within 30 minutes. Will include snow removal.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	High School diploma or equivalent.  Basic Computer Knowledge.
<b>Experience:</b>	5 years Building Maintenance preferred ideal candidate will have Facility Maintenance experience IE: Hospital, Assisted Living, Rehabilitation, and Commercial Institutions.
<b>Special Skills, Licenses or Certifications:</b>	Demonstrates a basic knowledge of each of the following skills in: HVAC, Electrical, Plumbing , Painting, Customer Service. Demonstrates willingness to learn building specific skills as required.
<b>Language Skills:</b>	Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
<b>Physical/Mental/Special Demands:</b>	Lifting a minimum of 50 pounds required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, keyboards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations; Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.

<b>Work Environment:</b>	Work is performed in an hospital setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients. Outside work in all weather conditions. Will work in the sun and snow.
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**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor or manager.

**Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

1. Familiarity with standards for state, federal, and private facilities as well as standards applicable to healthcare facilities industry for organizations such as the American Institute of Architects, Americans with Disabilities Act, Environmental Protection Agency, National Fire Protection Association, Occupational Safety and Health Administration, and Centers for Disease and Control and Prevention
2. Follows all safety regulations
3. Is a self-starter
4. Follows instructions
5. Maintains a safe working area
6. Effectively interacts with patients and health team members while maintaining quality standards
7. Demonstrates the knowledge and assessment skills necessary to communicate, educate, and provide a therapeutic and safe environment for specific age groups served.
8. Able to work independently without supervision
9. Demonstrates a high degree of self-motivation and directional initiative
10. Able to cope and remain calm in escalating situations
11. Consistently demonstrates compliance with organizational-wide competency statements and performance criteria based on established quality indicators

12. Able to plan, assign, direct construction, maintenance and repair of buildings and related equipment
13. Able to plan and direct maintenance, inspection, and repair of a variety of standard and complex non-medical equipment, including the development of preventative maintenance schedules
14. Able to assist with the planning, development and coordination of remodeling and renovation projects; inspects and coordinates work of outside contractors involved with remodeling and construction; coordinates the activities of the in-house construction/maintenance crew
15. Able to shovel snow for long periods of time.
16. Able to climb ladders.
17. Must be able to work on roofs in all weather conditions.
18. Able to move heavy equipment and furniture.
19. Can perform all the standard job requirements.
20. Meets the qualifications as set forth herein.

**Approved by:**

	<b>Plant Operations and Life Safety Manager</b>	
(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Director</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)