



## Job Description

**Position:** Maintenance

**Responsible to:** Human Resource Department

**Scope of Position:** Performs a variety of maintenance duties in buildings and on grounds so that a clean and safe environment is maintained for residents, personnel and visitors. Repairs and services appliances and equipment used in the facility as necessary

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### Qualifications

**a. Education:** High School diploma or equivalent.

**b. Experience/Skills:**

1. Must be free of active contagious diseases, such as tuberculosis or typhoid.
2. If position provides "direct contact" to residents as defined in the Vulnerable Adults Act, the employee must receive a "not disqualified" criminal background result from Department of Human Services.
3. Must work as a team member and maintain a positive demeanor.
4. Must be compassionate toward the elderly, working with tact and ethical awareness.
5. Working knowledge of mechanical equipment within facility.
6. Ability to interpret material safety data sheets (MSDS) on chemicals.
7. Must be flexible and able to adapt to changing situations.
8. Good organization skills.
9. Must be able to work evenings, weekends and on-call hours on an occasional basis.
10. Related experience and/or training in maintenance.
11. Must have a valid driver's license.
12. Basic computer skills.

**a. Ability to communicate effectively in writing as well as verbally.**

**b. Positive, caring attitude and the ability to work well with others. Responsibilities of this Position (Job Specific):**

1. Repair and/or arrange for repair of plumbing, mechanical, electrical, electronic systems and equipment such as boilers, water softeners, air conditioners, washers, dryers, heating and cooling equipment, etc.
2. Operate, test and service boilers.
3. Conduct regular preventive maintenance checks in accordance with established maintenance program.
4. Complete work projects as assigned and document records as required.
5. Maintain clean work areas and care for tools and equipment in a safe manner.

6. Operate power tools and small machinery safely, keeping them in good working order.
7. Perform minor repairs on tools and equipment on a regular basis.
8. Monitor and change facility light bulbs.
9. Conduct monthly checks of fire extinguishers.
10. Conduct monthly checks of water temperatures.
11. Assist in the removal and cleaning of facility stove vents.
12. Must demonstrate safe practices in operating vehicles, equipment or materials from or to the facility.
13. Demonstrates and performs proper body mechanics to perform necessary lifting/carrying of supplies, equipment and materials; and pushing/pulling of equipment (lawn mowers, carts, etc.)
14. Understands proper procedures for safety, and reports unsafe equipment or items needing repair. Recognizes safety hazards and acts on them.
15. Must respond appropriately to fire/disasters; understand procedures for shutting off equipment and securing building as necessary to reduce hazards.
16. Must be knowledgeable of chemicals used in facility and Right to Know program.
17. Perform minor carpentry work such as painting, plaster patching, etc.
18. Do ground maintenance work as assigned and/or arrange for keeping sidewalks and parking lots free from snow and ice. Lawn mowing and trimming in summer months.
19. Haul garbage, unload vehicles, unload freight and store inventory as assigned.
20. Must be familiar with physical arrangement of building, grounds, and equipment.
21. Run errands for the facility as requested and directed by staff, and/or supervisor.
22. Assist residents and staff with moving of furniture and other heavy items throughout the facility.
23. Wear appropriate safety shoes and clothing. Maintain good personal hygiene and grooming.
24. Understands and follows the vulnerable adult abuse policy and reporting procedure.
25. Is aware of and adheres to the Resident Bill of Rights.
26. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
27. Supports and adheres to the policies and procedures of the facility.
28. Offer ideas and suggestions for improvement.
29. Reports to work on time as scheduled and provides notice of tardiness and absence in accordance with policy.
30. Works cooperatively with all departments and staff.
31. Demonstrates and practices correct hand washing and infection control procedures.
32. Maintains confidentiality of resident information.
33. Must be courteous and use calm, kind tone of voice when dealing with residents, staff and visitors.

**General Expectations (All Employee Expectations):**

1. In-services/meetings
  - a. Attend all mandatory staff meetings, departmental and interdepartmental in-services as required..
  - b. Participate in resident care conferences and other facility meetings as required.

2. Infection Control
  - a. Demonstrate knowledge of infection control throughout the facility.
  - b. Demonstrate and use Universal Precautions in accordance with established procedures.
  - c. Report all exposures in accordance with OSHA and Grace Senior Services, Inc. policies and procedures.
3. Safety
  - a. Is knowledgeable of, observes and follows all safety rules and regulations of the facility.
  - b. Report injuries/accidents as soon as they occur.
  - c. Respond appropriately to safety conditions, fire drills, and emergency situations.
  - d. Recognize and eliminate safety hazards and reports equipment that is not working properly to the appropriate department.
  - e. Follow established guidelines when using equipment, supplies and chemicals.
  - f. Uses good body mechanics and assistive devices when appropriate.
4. Dress Code
  - a. Follow dress code appropriate to position per Grace Senior Services, Inc. policy.
  - b. Wear nametag at all times and maintain excellent personal hygiene and grooming.
5. Smoking
  - a. Follow Grace Senior Services, Inc. policy guidelines regarding no on site smoking unless in personal vehicle.
6. Breaks
  - a. Comply with departmental policy within established Grace Senior Services, Inc. guidelines.
7. Attendance
  - a. Utilize reliable transportation to ensure timely arrival for each scheduled shift.
  - b. Provide proper notice of tardiness and absences to management team.
  - c. Maintains a level of attendance that meets or exceeds the definition of satisfactory attendance illustrated in Grace Senior Services, Inc. employee policy.
8. Respect resident rights and maintains strict confidentiality regarding residents and their protected personal information in accordance with HIPAA guidelines.
9. Is aware of and adheres to the Resident Bill of Rights and Code of Ethics
10. Understand and adhere to the abuse prohibition guidelines of the Vulnerable Adult Act, and is familiar with prescribed reporting guidelines and expectations.
11. Must be free of active, contagious diseases, i.e. tuberculosis, etc.
12. Receive a "not disqualified" criminal background result from the Minnesota Department of Human Services.

**This Job Description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other management personnel.**

**Management reserves the right to change job responsibilities, expectations or hours as needs prevail. This document is for management communication only and is not intended to imply a written or implied contract of employment.**

**I have read this Job Description and understand the qualifications and requirements. I agree to accept the responsibilities and duties as outlined, and to the best of my knowledge and ability, I believe that I can perform the essential functions of this position with or without reasonable accommodation.**

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Employee

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Date

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**Department Manager/Designee, Title**

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**Date**