

Job Title:	Maintenance Technician	Department:	Maintenance
Position Type:	Full Time, Part Time, PRN	Job Category:	Non-exempt
Supervisor Title:	Maintenance Manager	Dress Code Requirements:	Khakis and suitable work shirts or polo shirts
Created Date:	May 2000, last revised Jan. 2009	Last Updated:	November 2018
Educational Requirements or Preferences:	High School graduate or trade school graduate.	Credentials Required or Preferred:	N/A
Shift:	Department coverage is provided from 6:30 a.m. to 3:00 p.m., five days a week.	Hours/Call:	On call hours. Rotating weekends and holidays.
Travel Required: (Driver's License Required)	Minimal in town travel	Equipment Knowledge:	Works with a variety of maintenance equipment.
Knowledge/Skills/Abilities/Experience Required or Preferred:			
<p>Two years' of boiler experience is preferred. Must be able to read, speak, write, and follow oral and written instructions. Must have a knowledge of mechanics, welding, and small appliance repair. Must be able to prioritize work projects, exercising independent decision-making. Works independently and as a team member. The Maintenance Technician has daily contact with patients, residents, family members, employees, and the general public. Must be able to work with people in a tactful and diplomatic manner exercising sound judgment and discretion.</p>			
Job Description			
<p>The Maintenance Technician is responsible for all maintenance and repairs at Sakakawea Medical Center, Senior Suites, and Hospice building. Duties will include equipment repair, ground maintenance, inspections of building, grounds, equipment, vehicles and utility systems to insure safe operation, and to maintain heating and cooling system, electrical and plumbing. The Maintenance Technician must have good communication skills and a good working relationship with all team members.</p>			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Conducts fire, disaster, and storm drills according to state regulations and department policy and procedure. 2. Repairs equipment or arranges for equipment repairs or replacement within twenty-four hours. Informs supervisor of any parts or supplies that need to be purchased. 3. Maintains the: <ol style="list-style-type: none"> a. Exhaust system b. Boiler and heating systems c. Periodical maintenance records of all areas d. Plumbing and electrical systems e. Grounds, which includes mowing, trimming, watering, snow removal, and cleaning f. Walls, doors, and ceilings, which includes painting, repair and replacement, etc. g. Vehicle maintenance 4. Maintains a good working inventory of supplies and returns tools and supplies to proper location after each use. 			

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OTHER DUTIES <ol style="list-style-type: none"> 1. Conducts maintenance inspections inside and outside of buildings, grounds, equipment, and utility systems to insure safe operation and maintains records of maintenance inspections. 2. Maintains a clean and safe working environment and assists with contractors to coordinate safe working conditions for public, patients, residents and employees during any building renovation projects. 3. Checks and dates fire extinguishers. 4. Miscellaneous duties include: <ol style="list-style-type: none"> a. delivering supplies as requested, b. delivering the mail daily, c. setting up and taking down materials needed for meetings and organization related functions, d. and completes all maintenance requests according to department policy and procedures. 5. Responsible for assisting in the orientation of new employees. 			
ADDITIONAL NOTES This job description does not reflect all duties that may be assigned to this position.			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	Job duties require bending, stooping, sitting, climbing, pushing, lifting 50 lbs. Use of ladder. Works with chemicals. Duties include overhead work, heights, and small areas for extended periods of time.		
Environmental Factors:	Works in variable weather conditions. Potential exposure to mechanical, chemical, and electrical hazards. Exposure to sights and odors that can be unpleasant, disagreeable, or dirty.		
I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	