

COLUMBIA HEALTH CARE CENTER  
Wyocena, Wisconsin

**JOB DESCRIPTION**

**POSITION TITLE:** Maintenance Mechanic

**SUPERVISOR:** Director of Environmental Services

**POSITION OBJECTIVES**

The primary purpose of your job position is to maintain the grounds, facility, equipment in a safe and efficient manner in accordance with current applicable federal, state, and local standards, guidelines, and regulations, our established policies and procedures, and as may be directed by your supervisor, to assure that a successful maintenance program is maintained at all times.

**QUALIFICATIONS**

- High school diploma or equivalent/GED preferred.
- Must be a minimum of eighteen (18) years of age.
- An equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must have, as a minimum, two (2) years experience in building maintenance or equivalent.
- Previous hospital or nursing home experience preferred.

**SPECIFIC REQUIREMENTS:**

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions, to follow written and oral instructions, and to accept constructive criticism.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of maintenance work areas.
- Must have the ability to minimize waste of supplies, misuse of equipment, etc.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing maintenance practices.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must be able to safely perform job functions with or without reasonable accommodations.

**DELEGATION OF AUTHORITY**

As a Maintenance Mechanic you are delegated the administrative authority, responsibility, and accountability necessary to carry out your assigned duties.

**ESSENTIAL DUTIES:**

- Receive and follow maintenance schedule/instructions from your supervisor and as outlined in our established maintenance policies and procedures.

- Assure that maintenance schedules are followed as outlines for respective shift or area.
- Completes the preventative maintenance inspections and recordkeeping functions of the department.
- Perform routine maintenance on grounds, parking areas, driveways, etc., by cutting, trimming, policing, sweeping, etc., as necessary/directed.
- Perform routine maintenance and repair on the facility and equipment to include plumbing, painting, plastering, electrical, carpentry, mechanical, etc., as directed, in accordance with established procedures.
- Replace burned out light bulbs, to include, exit lights, overhead lights, fluorescent lights, room call lights, etc., and perform cleaning duties wherever necessary.
- Service heating and cooling units/systems, as specified by the manufacturer, and in compliance with established policies and procedures.
- Replaces defective electrical switches and other fixtures.
- Performs mechanical and electrical repairs on equipment.
- Perform unscheduled maintenance tasks as directed.
- Delivers merchandise to different departments, picks up parts and installs or assists in the installation of parts; moves furniture, file cabinets, and other office equipment.
- Completes assigned projects as directed by the Supervisor and/or Administrator
- Other related duties as may become necessary or as directed by your supervisor, department director, and/or administrator.
- Attend and participate in in-service educational classes and on-the-job training programs.
- Attend and participate in workshops, seminars, etc., as directed.
- Follow all established safety procedures and precautions when performing maintenance service.
- Maintain general plant and facility in good repair, ensuring a safe, clean and orderly environment.
- Assure that work/assignment areas are clean and equipment, tools, supplies, etc., are properly stored before leaving such areas on breaks, end of work day, etc.
- Keep your work area(s) free of hazardous conditions, i.e., grease/oil spills, excess supplies, equipment, etc., to assure that all established safety rules/regulations are followed at all times.
- Report all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately.
- Report all incidents/accidents, no matter how minor, to your supervisor immediately. (NOTE: Such occurrences must be reported on the shift in which they occur.)
- Assure that established Infection Control and Universal Precautions practices are maintained when performing maintenance procedures.
- Follow established fire safety policies and procedures.
- Dispose of refuse daily in accordance with our established sanitation procedures.
- Use protective clothing/devices when performing tasks that involve the handling of infectious waste and/or blood/body fluids.
- Assure maintenance supplies have been replenished in work areas as necessary.
- Keep supervisor informed of supply needs.
- Assure that the facility and its equipment is properly maintained for resident comfort and convenience.
- Assist others in lifting heavy equipment, supplies, etc., as directed or requested.
- Maintain the confidentiality of resident information.
- Honor the residents' personal and property rights.

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Updated: 12/5/18

Updated: 02/14/13

Upd.12/30/08

- Knock before entering a resident's room.
- Turn in all found articles to your supervisor.

### **WORKING CONDITIONS:**

- Work in all areas of the facility.
- Long-term care facility environment with exposure to infectious agents, chemical agents, and behavioral residents.
- Sits, stands, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions and may need to reschedule maintenance activities.
- Occasional working under distractions and difficult circumstances.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with maintenance personnel and other department personnel.
- Is subject to falls, burns from equipment, odors, etc., throughout the work day, as well as to reactions from dust, disinfectants, etc.
- May be exposed to infectious waste, diseases, conditions, etc., including HIV and Hepatitis B viruses.
- May be required to work in cramped spaces and in adverse weather conditions.
- Works beyond normal working hours, on weekends and in other positions temporarily, when necessary
- May be required to work on weekends and holidays.
- May be required to work on shifts other than the one for which hired.
- May be subject to on-call in case of emergency.

### **PHYSICAL AND SENSORY REQUIREMENTS:**

(With or Without the Aid of Mechanical Devices)

- Ability to exert moderate physical effort in sedentary to light work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to exert physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling.
- Ability to operate applicable equipment and machines. Ability to handle, load, unload, move and guide materials using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing semiskilled movements, such as assembling.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must be able to lift, push, pull, and move equipment, supplies, etc., in excess of 75 pounds.
- Must be able to assist in the evacuation of residents.

### **WORKING HOURS:**

Generally Monday – Friday, 7:00 am to 3:30 pm or 8:00 am to 4:30 pm; Rotating Weekends.

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This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, or essential functions, is not exhaustive and may be supplemented as necessary. This description is not intended to limit or modify the right of any manager to assign, direct and control the work of employees under supervision. The county retains and reserves any or all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Maintenance Mechanic and agree to abide by the requirements set forth and will perform all duties and responsibilities.

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Date

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Signature - Maintenance Mechanic

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Date

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Signature - Dir. of Environmental Services