



Job Title: Maintenance Worker
Department: Maintenance
Supervisor: Maintenance Lead
FLSA Status: Non-Exempt
Approved Date: 1-1-18

Position Summary

Responsible for maintenance and repairs to CHCW buildings, and grounds; and performs handyman type projects as assigned.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Identifies and makes minor repairs and/or installs replacement parts on electrical fixtures, plumbing, doors and locks.
2. Performs minor carpentry work such as repairing furniture, walls, flooring and painting projects as necessary.
3. Identifies and maintains safety, cleanliness, and condition of grounds including picking up trash and debris, spreading ice melt, winterization of sprinkler system, and appropriate signage and striping for parking lot(s).
4. Performs minor repairs; within scope of abilities; on clinical equipment.
5. Performs janitorial duties such as cleaning up spills, unplugging drains/sinks/toilets and washing windows.
6. Assists with office setup and/or tear down including dismantling and moving furniture, assembling furniture, hanging white boards/diplomas/artwork and installing desk modifications as needed.
7. Loads, hauls and disposes of large unsalvageable and/or unwanted items.
8. Assembles furniture and other equipment.
9. Runs maintenance related errands such as obtaining parts for projects and duplicating keys.
10. Reviews online Maintenance Ticketing System. Checks system frequently, updates the status of tickets, keeps staff informed of progress and addresses issues and requests in a timely manner.
11. Is "on call" and is required to respond to emergency or essential work situations on established departmental schedules; Works extended shift periods (overtime), weekends, non-regular work periods, holidays, shutdown periods as needed when properly notified and scheduled.
12. Understands building/utilities components to effectively diagnose and repair problems in a timely manner with little or no direction; identifies creative solutions while conforming to specifications and safety requirements.

Competencies

To perform the job successfully, the following competencies should be demonstrated.

Attendance/Punctuality - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CHCW Culture - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

Communications - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

Customer Service for Internal and External Customers/Patients - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Teamwork - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED) and one-year related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Current driver’s license and auto insurance

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk; sit; reach with hands and arms and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Print Name

Supervisor Signature

Date