

JOB DESCRIPTION – Facilities Maintenance Specialist**QUALIFICATIONS**

1. Experience and/or training in various aspects of interior/exterior maintenance, repair and remodeling.
2. Knowledge of State/Federal OSHA Environmental Standards and State/Federal Safety Regulations.
3. Knowledge of building codes and requirements.
4. Willing to receive direction and work to complete tasks independently, with the ability to multi-task and delegate when needed or requested.
5. Must be able to operate basic interior/exterior maintenance equipment necessary to the performance of duties, e.g. power tools, etc; also must be able to drive larger trucks, e.g. Thrift Store delivery/pick-up trucks.
6. Must be able to meet the physical demands of the job, such as lifting supplies and participating in other maintenance responsibilities and functions.
7. Demonstrated verbal and written communication skills.
8. Ability to multi-task paying attention to detail, accuracy and assigned deadlines.
9. Ability to organize, prioritize and complete work accordingly..
10. Ability to maintain confidentiality regarding patients, SCH, or personnel matters.
11. Trustworthy with a strong work ethic founded upon integrity, commitment and respectful behavior.
12. Supports SCH Philosophy and adherence to SCH Standards and helps promote a kind and respectful work atmosphere.
13. Ability to cooperate, foster and work successfully, with all other SCH staff and community.
14. Upholds attendance and performance standards.
15. Must possess CPR BLS Instructor certification and assist the Facilities Manager/CEO Assistant as a resource, assistant and backup for CPR staff training. If not currently certified, must obtain certification and maintain it.
16. Ability to maintain a flexible work schedule to include weekends and evenings as needed.
17. Must possess a valid Oregon driver's license, dependable transportation and proof of automobile insurance.

PHYSICAL REQUIREMENTS

1. Ability to work in a variety of different settings, inside and outside.
2. Comfortably lift a maximum of 50 lbs., using a two-person assist for any awkward size or heavier objects.
3. Manual dexterity capable of operating interior and exterior maintenance and repair equipment.
4. Ability to execute frequent reaching, bending, handling to include moving furniture, etc.; exercising safety with utilization of ladders and scaffolding when needed.
5. Ability to complete consistently a 32- 40 hour work week if needed and/or requested.
6. Ability to keep up with a physically demanding job; able to stand long hours and walk long distances while multi-tasking.

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WORK ENVIRONMENT/HOURS

- Typical physical professional office, grounds setting and retail building, parking lot setting.
- Extended workdays are an occasional occurrence as needed to support the organization’s needs.
- This is a full time position.

SKILLS REQUIRED

1. Ability to read and understand manuals, instructions, etc.
2. Ability to operate a computer and use/learn basic software.
3. Ability to operate indoor and outdoor maintenance and repair tools.
4. Ability to operate motor vehicle and machinery.
5. Safety instruction and knowledge base. Share with other employees safety concerns and instruct as necessary.

PURPOSE

The Facilities Maintenance Specialist is responsible to perform routine preventive maintenance to ensure a clean, safe working environment. Making sure that building systems operate efficiently, and that the physical condition of the building, grounds and equipment of SCH/PCS and SCH Thrift Store don’t deteriorate. Responsibility includes pro-actively identifying areas needing attention before actual deterioration starts with building and related grounds and scheduling necessary repairs as part of the day-top-day work schedule. Responsible to apprise the Facilities Manager of any related projects and major repairs – as relates to: Community Bereavement and Education Center, Administrative Office and Thrift Store.

SUPERVISION RECEIVED

The Facilities Maintenance Specialist reports to and is directly supervised and evaluated by the Facilities Manager/CEO Assistant, with input/support from other SCH & PCS Managers as appropriate. In the absence of the Facilities Manager/CEO Assistant, he/she reports to the Executive Director.

SUPERVISION EXERCISED

1. None.

DUTIES & RESPONSIBILITIES

1. Must report for work, ready to perform work functions and remain on task.
2. Responsible to meet as needed with Facilities Manager along with a weekly plan for updates, review and/or prioritize repair/project calendar and related lists.
3. Notify Facilities Manager of any staff complaints, suggestions or requested changes.
4. Responsible for all repairs, maintenance and upkeep of SCH/PCS and SCH Thrift Store buildings and grounds, other than contractual SCH/PCS agreements.

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5. Determine the need for and get authorization, locate, get bids and initiate and complete purchase orders as needed and appropriate..
6. Diagnose electrical, plumbing, mechanical, equipment, etc. problems and determine how to correct them.
7. Works with Janitorial Building/Grounds Maintenance Support Staff and contractual landscaping crew to keep grounds free of debris, maintain shrubs and flower beds and help ensure irrigation system stays in good working order.
8. Responsible for maintenance, installation, and repairs of SCH/PCS and SCH Thrift Store equipment and building systems to ensure operational efficiency
9. Ensures all buildings, grounds, and equipment of SCH/PCS and SCH Thrift Store comply with OSHA safety and State/Federal regulations.
10. Safety Committee participation, ensuring the buildings, grounds and storage areas are kept in a manner so that they are safe to occupy and do business. Follow through with assignments given by the Safety Chair and report status updates to the committee as assigned and as appropriate.
11. Ensures all lights, including exit doors, are operational. Spot checks lights in every room and safety checks windows and doors.
12. Responsible to assist and provide backup to Facilities Manager/CEO Assistant for alarm and security system, to include related keys and codes.
13. May assist and supervise other SCH volunteers and/or Shuttles Creek Inmate Program related to grounds/building maintenance, upkeep and/or new projects.
14. Paint and repair windows, doors, floors, woodwork, plaster, drywall and other parts of building structures.
15. Readily accepts assignments or added duties as needed or assigned.
16. Participates in staff training and educational programs as appropriate.
17. Individually responsible to conduct him/herself in a safe manner during the performance of all Hospice related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues, providing an update to the Facilities Manager.
18. Participate in volunteer training and educational programs as appropriate.
19. Assists Facilities Manager/CEO Assistant with CPR instruction for SCH Staff and/or assigned guests and to maintain related instructor’s license.
20. Adhere to all SCH Personnel Policies including, but not limited to:
 - Please initial* _____ SCH Standards of Conduct as described in the agency’s Compliance Plan.
 - Please initial* _____ SCH Privacy Practices in accordance with HIPAA regulations.
 - Please initial* _____ SCH Sexual Abuse and Molestation Policy.
 - Please initial* _____ Demonstrate a kind, decent and respectful behavior.
 - Please initial* _____ Honor, respect, protect and promote patients’ rights and individualized care.

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This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Employee’s Signature

Date

Manager’s Signature

Date

Executive Director’s Signature

Date

Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.

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