

JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

POSITION INFORMATION

Job Title: General Maintenance Worker
Division: Environment of Care **Department:** Facilities Maintenance
Reports to: Facilities Maintenance Manager **Classification:** Regular, Full Time
Opening Date: Thursday, September 19, 2018 **Closing Date:** Thursday, September 27, 2018

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 hours per days, 7 days per week	Schedule To be determined by the Manager; subject to change if needed
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BASIC PURPOSE OF THE JOB

Under the supervision of the Facilities Maintenance Manager, has primary responsibility for accomplishing minor corrective maintenance and minor additions and alterations to the hospital utilities and to a lesser extent to typical mechanical and electrical components including plumbing and door control adjustments. Also assists in the performance of duties necessary to keep the hospital in reliable operation and in good repair. Has primary responsibility for accomplishing and recording minor hospital work order requests as assigned by the Facilities Maintenance Manager as well as accomplishing planned maintenance on typical hospital utility systems and equipment. Corrective type repairs to restore buildings and plumbing, fire protection, electrical equipment to its original or normal working condition to include, but is not limited to, ground maintenance including maintenance of green areas inside and outside of the hospital building, minor carpentry work and minor electrical work such as replacement of patient area light bulbs. During weekend, holiday and evening hours provides primary responsibility for hospital equipment/systems and may be the Hospital's first response to critical equipment failures and internal disasters.

QUALIFICATIONS

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| Minimum Education | <ul style="list-style-type: none">▪ High School or Vocational School graduate. |
| Minimum Work Experience | <ul style="list-style-type: none">▪ Three to five years' maintenance experience in a building trade setting, military or other related experience that has demonstrated his/her ability to operate and maintain typical maintenance tools in accomplishing general mechanical maintenance is desirable in this job description.▪ Demonstration of his/her ability to operate and maintain typical maintenance tools in accomplishing general utility maintenance is desirable in this job description.▪ Knowledge of proper and safe use of hand and power tools.▪ Basic understanding of building hospital systems such as door hardware, ceiling systems, assembly of carts and shelving systems, basic electrical, plumbing and carpentry.▪ Basic understanding of building systems such as electrical, plumbing and light carpentry. |
| Required Skills, Knowledge and Abilities | <ul style="list-style-type: none">▪ |

OVERVIEW OF JOB RESPONSIBILITIES

1. Preps, fabricates and installs Hospital engraved signage.
2. Performs Hospital preventative maintenance (PM).
3. Performs and logs daily pre-established general rounds, accomplishing hospital corrective maintenance. Based on deficiencies noted during rounds and Work Order assignments, performs corrective maintenance noted on rounds.
4. Has primary responsibility for accomplishing and recording plumbing, electrical, mechanical work order requests as assigned by the Supervisor. Corrective type repairs to restore buildings and mechanical, plumbing, electrical equipment to its original or normal condition, includes but is not limited to, minor plumbing and carpentry, minor electrical work such as replacement of patient area light bulbs, as area re lighting.
5. Performs all responsibilities/duties required by the unit.
6. Performs other duties as assigned.
7. Calculates Material needed and develops material lists.
8. Must be eligible for overtime status. Is able to work reasonable extended hours to accomplish priority repairs and to fill-in for disaster, vacation or illness coverage.
9. Provides for the safety of department employees.

*Complete job description to be provided upon offer of employment

10. **Working from Work Order Request forms, verbal instructions or detailed specifications, diagrams, sketches or plans, coordinates activities with other Hospital trade sections to expedite work, reads blueprints and specifications to determine procedure of constructing building systems and components.**

*Complete job description provided upon employment.
