



## **JOB DESCRIPTION**

**Job Title:** Maintenance Assistant

**Department:** Plant Operations

**Reports To:** Director of Plant Operations/Environmental Services

### **Position Summary:**

To maintain the grounds, facility and equipment in a safe and efficient manner in accordance with current federal, state and local standards. To ensure a successful maintenance schedule is maintained at all times.

### **Qualifications and Requirements:**

1. Must be willing to take call after regularly scheduled work hours, weekends, and holidays.
2. Must be able to report to work in 20 minutes when on call.
3. License and Certifications Required: None
4. Educational Requirements:
  - Must be able to speak and understand English
  - Completion of elementary education or otherwise show ability to read, write, and follow oral and written directions
  - Must be at least 18 years of age
5. Experience Requirements: None
6. Special Skills or Training:
  - Must have a valid North Dakota driver's license
  - Positive attitude toward the elderly and coworkers
  - Ability to recognize errors and make adjustments as needed
  - Must be able to use all types of ladders
7. Physical Requirements:
  - Lifting: up to 75 pounds
  - Standing: 7 or more hours per day
  - Walking: 7 or more hours per day
  - Reaching: 5 or more hours per day
  - Grasping: 7 or more hours per day
  - Hand Coordination: 7 or more hours per day
  - Pushing & Pulling: 6 or more hours per day
  - Ability to Distinguish Smells
  - Ability to Remain Calm Under Stress
  - Ability to endure cold or hot temperatures for long periods of time.

### **Essential Duties and Responsibilities:**

1. Assist the Director of Plant Operations/Environmental Services in maintaining the facility in good repair.
2. Perform and assist in routine groundskeeping tasks and maintenance of the grounds, parking areas and driveways.
3. Perform and assist in routine plumbing, plastering, painting, lighting, electrical, carpentry, and mechanical maintenance and repairs of the facility, equipment and HVAC systems.

4. Clean windows, screens and high areas.
5. Drive the facility vehicles, taking residents to appointments or other needed tasks.
6. Operate and maintain equipment, such as bobcats, snow blowers, lawnmowers.
7. Ensure that work areas are maintained in a clean, safe, comfortable, and attractive manner, clearly marked with caution or safety signs as required.
8. Ensure that work areas are free of all hazardous objects and that all equipment, tools and supplies are properly stored at all times.
9. Ensure that established Universal Precautions, Infection Control, Isolation, Fire, Safety and Sanitation policies and procedures are maintained and followed.
10. Ensure that all equipment is in proper working order at all times and promptly report any malfunctions, breakdowns or hazardous conditions to the Director of Plant Operations/Environmental Services or the Administrator.
11. Ensure that maintenance schedules are followed; file complaints and grievances and report all incidents and accidents to the Director of Plant Operations/Environmental Services.
12. Coordinate daily maintenance services with other departments when required.
13. Ensure that an adequate level of maintenance supplies is maintained at all times and advise the Plant Operations/Environmental Services Director of supply needs.
14. Assist in lifting and moving heavy equipment and supplies.
15. Ensure resident, patient, visitor, and employee safety while performing all duties and responsibilities.
16. Maintain Resident and Patient Confidentiality.
17. Know and comply with Residents' Rights rules.
18. Treat Residents, Patients, Visitors and Co-workers with kindness, dignity and respect at all times.
19. Attend and participate in orientation, training, mandatory education, in-services, staff meetings and education courses as instructed to further improve knowledge and skills.
20. Promote teamwork; encourage others to work to the best of their ability; assist with training of new co-workers, if needed.
21. Have a positive attitude; accept change willingly; follow facility rules, regulations and job assignments; accept suggestions well for work improvement; perform well with minimum supervision; do what is requested without complaint; cooperate with supervisor and show respect at all times; speak well of company and job.
22. Lack of absences and tardiness; request changes to schedule infrequently; give timely notice of absences; take allowed time for breaks; willingly come in when called.
23. Follow company dress code.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all other duties as assigned; I understand the functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

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Date