



GENERAL PURPOSE:

Perform general maintenance work at all organizational facilities, buildings, and grounds, ensuring that cleanliness and safety is maintained at all times.

RESPONSIBILITIES/DUTIES:

- Perform general maintenance work at all organizational facilities, buildings, and grounds, ensuring that cleanliness and safety is maintained at all times.
- Repair and treat structures such as floors, sinks, walls, doors and carpets.
- Perform minor repairs and troubleshoot problems before outside parties are called for repair. Maintenance personnel will make themselves available to assist outside vendors who may be contracted to perform work in and outside of the facilities.
- Required to move and assist in transporting furniture and equipment to the various facilities in preparation for board meetings and various staff functions.
- Assist with the ordering of maintenance supplies and their stowage.
- Responsible for the cleanliness of all medical facilities, both inside and out. The inside of all five medical centers will be kept clean and free of unnecessary debris at all times. A clean building is a safe building.
- Keep all examination rooms and toilets presentable throughout the course of each work day. Attempt to make rounds of the facility at least three times a day to make sure it is safe and clean. When time permits, the outside of each facility should be observed in like manner.
- Responsible for completing each assigned task associated with that facility on a daily basis. Each facility maintains a checklist that will be initialed by the maintenance station keeper at the completion of each assigned task. The expectation is to complete this checklist every day. **If you were there and performed the task, it is your**



responsibility to initial the checklist stating that the task was completed.

MINIMUM QUALIFICATIONS:

- Graduate of high school or GED
- Experience in the various trades is preferred: i.e.: plumbing, electric, carpentry, painting, cement, tile, etc.
- Minimum of two years experience in building maintenance
- Previous experience in a medical setting is preferred, but not required
- Must be honest and reliable to superiors and should be friendly to all customers
- Always prepared to work hard for the team and possess a positive attitude that creates a favorable working environment and promotes good morale
- Must have the ability to establish and maintain effective and cooperative working relationships. Always willing to assist your co-worker when called upon
- Detail oriented. Unafraid to ask questions.
- Ability to make good decisions.
- Tactful and diplomatic. Must be able to treat everyone with respect and dignity.
- A willingness to support the organization's mission statement and core values.

[Click Here To Apply for Capital Area Health Network Job Openings](#)