



**MORROW COUNTY
HEALTH DISTRICT**
Excellence in Healthcare

Employment at Morrow County Health District

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District's vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and uphold the District's values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

Title: Maintenance Technician II

Dept: Environmental Services - Plant

Exempt/Non-Exempt: Non-Exempt

Reports to: Maintenance Director

Pay Equity Group: Union

General Position Summary:

The primary focus of the Maintenance Technician II is to help maintain all District buildings, equipment, and grounds to provide a good aesthetic appearance and safe environment for all patients, staff and visitors.

Essential Functions:

- Assist Director with managing equipment and preventative maintenance tasks in computerized software program and assigning out daily tasks for completion and recording completed tasks in the system.
- Assist Director with Safety committee, fire drills, other committee work, and attend meetings as assigned.
- Help repair or replace plumbing, electrical and mechanical equipment as needed.
- Change heating/cooling system filters on a regular basis; repair/replace motors, fans, bearings, when needed. Lubricate related equipment as per District Maintenance Schedule.
- Install and remove all window AC units according to Maintenance Schedule.
- Assist with care of boilers for proper operation. Maintain, repair, replace all pumps, filters, piping gauges, etc. so boiler runs efficiently at all times for heating and hot water.

- Inspect and check fire system on a regular basis and according to the maintenance schedule and as per Fire Marshall's regulations.
- Repair fire sprinkler system and work with vendor as needed and maintain operation at all times.
- Interior and exterior construction and maintenance projects as assigned. Repair walls, ceilings, floors, and apply new paint as needed.
- Maintain grounds, including: mowing, weeding, fertilizing, watering, trimming shrubs, planting flowers, landscaping work, maintenance and repair of sprinkler systems, raking leaves, sweeping, washing, shoveling walks, and maintaining parking areas.
- Maintain or arrange for maintenance of District's fleet of cars and ambulances.
- Moving heavy furniture and heavy and bulky freight as needed.
- Assist clinical staff with patient lifting if needed.
- Drive, set-up and maintain oversize District vehicles as needed and licensed for.
- Respond to urgent situations, safety and security calls, and maintenance tickets daily.
- Assist Director in facility survey readiness, responses to facility inspections, and be able to locate state and federal codes/laws relating to healthcare facilities.
- Assist Director in soliciting and tracking contractor bids for district projects.
- Write and respond to emails, create written reports, and complete forms.
- Follow all infection control precautions and wear proper PPE when required
- Follow all safety standards established by the facility and regulatory agencies and work in a safe manner at all times.
- Maintain strict patient confidentiality and follow all HIPAA regulations.

Secondary Functions:

1. Respond to all emergency situations, which may arise within the facility or community as defined in the Fire and Disaster plans.
2. Interact with all other departments, staff, patients, residents, and visitors.
3. Provide a clean, safe environment for all patients, residents, visitors, and employees.
4. May be called on to assist in other areas.
5. Attend and participate in all departmental and facility in-services
6. Attend all required meetings and complete all assigned trainings by due date.
7. All other job duties as assigned by supervisor.

Job Scope:

Supervisory Responsibility:

This Position has no supervisory duties.

Interpersonal Contacts:

Must have excellent interpersonal communication skills to accomplish a variety of tasks with various groups of people including department managers, all District staff, vendors, contractors, and community partners. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Effort:

- Be able to constantly push and pull over 25 pounds, frequently over 50 pounds, and occasionally over 100 pounds.
- Be able to constantly lift over 10 pounds, frequently over 50 pounds, and occasionally over 100 pounds.
- Function in small tight places.
- Be able to stand for long periods of time, or walk constantly.
- Be able to constantly bend, squat, kneel, climb, crawl, and twist.
- Communicate and respond clearly on radio or telephone or in writing.
- Read labels and thermometers, and follow directions.
- Be able to grasp, push, pull, carry, or otherwise manipulate tools and items on a constant basis.
- Able to perform hand, eye, and foot coordination on a constant basis.
- Ability to communicate clearly with all patients, residents, visitors, and staff and be able to read and understand written instructions.
- Ability to concentrate on detail with constant interruptions and be able to prioritize jobs.
- Able to remember day-to-day schedule changes and assignments.
- Ability to work with ladders, from high places, in confined spaces, and in awkward positions.
- Familiarity and ability to use hand tools and power tools.

Education, Experience and Certification/Licensure

1. Minimum of a high school diploma or equivalent.
2. Basic understanding of electrical, plumbing, basic carpentry, painting and grounds keeping required.
3. Five years work experience in facilities maintenance, construction, or grounds keeping preferred.
4. Certification in HVAC, electrical, plumbing, and landscaping or facility maintenance or education in related field preferred.
5. Ability to work with minimal supervision
6. Must be detail oriented, self-motivated, organized, and able to multi-task.
7. Valid Oregon driver's license required and CDL preferred or willing to obtain.
8. Basic experience with computers and Microsoft Office programs, and phone applications required.
9. Must be able to work in high places and in confined spaces and be able to lift, bend, kneel, squat, and twist to perform job functions.

Job Conditions:

- Will work both indoors and outdoors as the need arises.
- Occasional exposure to blood, body fluids, infectious waste, grease, oil, dust, hazardous materials, possible exposure to: electrical shocks, toxins, mechanical hazards, burns, and extreme temperatures.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.

Employee Signature

Date