

THE MEADOWS OF NAPA VALLEY

MAINTENANCE TECHNICIAN – JOB DESCRIPTION

Department: Facility Services

Reports to: Facility Services Director
Maintenance Supervisor

In the following job description:

E = Essential job duty
N = Non-essential job duty

POSITION PURPOSE:

Performs maintenance, repairs, and minor improvements to The Meadows of Napa Valley's buildings and equipment.

SPECIFIC RESPONSIBILITIES:

- E Keeps all interior and exterior fixtures in good working order to include: handrails, woodwork, light fixtures, plumbing systems, entrance doors, safety devices, including alarm systems, etc.
- E Performs preventative maintenance work on various types of equipment such as washers, dryers, and kitchen equipment. Will do periodic checks of beds at the Care Center, as well as plumbing electrical, ventilation, heating and air conditioning equipment in both buildings.
- E Troubleshoots failures in any of the mechanical systems.
- E Helps residents hang pictures, mount objects in apartments, installs grab bars, changes light fixtures, etc.
- E Performs minor repairs and maintenance to electrical, plumbing, HVAC, lighting, hardware, TV, and safety systems.
- E Assists in doing repairs and maintenance to major equipment for Dining Services, Laundry, Health Center including emergency generator.
- E Repairs and maintains maintenance supplies, tools and equipment.
- E Maintains the Maintenance shops in an orderly fashion.
- E Patches and paints apartments in preparation of move-ins after a move-out. Paints and repairs corridors, windows, and common areas of the facility.
- E Follows and maintains work order process for resident and staff requests and submits appropriate billing information to supervisor.
- E Maintains The Meadows' hot tub, swimming pool, and as needed repairs to The Meadows Busses.
- E Provides emergency repairs to facilities and equipment as directed.
- E Performs special assignments according to skills and experience.
- N Attend mandatory in-service meetings to keep abreast of changes in health, safety regulations, employee policies and emergency procedures.
- N Be knowledgeable of emergency procedures and act in a calm manner when there is an emergency.
- N Performs other tasks as assigned.

JOB SPECIFICATIONS:

Hours:

This non-exempt position is full-time requiring a minimum average of forty (40) hours per week. Work hours shall remain flexible to meet the needs of the facility, its staff and operations. Reports directly to the Facility Services Director and Maintenance Supervisor. Occasional overtime as required.

Knowledge:

Requires basic knowledge HVAC/mechanical, electrical, plumbing, and general building repair usually the result of 1-2 years training and/or experience. (E) Ability to understand oral and written communication. (E) Ability to read and understand chemical and/or cleaning product label instructions. (E) Possess excellent verbal communication skills (E)

Independent Judgment:

Make limited decisions (E) regarding Maintenance operations on a day to day basis. Questionable matters are referred to supervisor. Frequent supervision is provided.

Relations with Others:

Job role requires regular interaction with staff, other departments and residents. Requires courtesy and basic tact to maintain positive relationships.

Working Conditions:

Work is very active, requires walking and being on feet most of the time.(E) Moderate to heavy physical labor requiring occasional heavy lifting over 50 lbs.(E) Work involves bending, stooping, crouching, twisting, reaching, pushing, pulling, climbing, and carrying.(E) Exposure to uncomfortable temperatures and odors and loud noises.

Job Classification:

Category I

HIPAA

None

Safety

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, patients/residents, and visitors.

Impact of Actions:

Work is not always easily verifiable in terms of accuracy or compliance with standards and procedures. Actions may affect the work of others.

Supervisory Responsibility:

None.

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. The Meadows of Napa Valley's needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that The Meadows of Napa Valley reserves the right to revise and/or change job duties and responsibilities as needed.

Employee Signature

Date

Human Resources Signature

Date