

Bethesda Home of Aberdeen, Inc.
Job Description

**Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

TITLE: Maintenance Technician II
SUPERVISOR: Maintenance Director

JOB SUMMARY: The primary purpose of your job position is to maintain the grounds, buildings and equipment of Parkside Retirement Community, Bethesda Towne Square, K.O. Lee Adult Day Health Center and Bethesda Home in a safe and efficient manner in accordance with current regulations and guidelines.

ESSENTIAL FUNCTIONS:

- Report daily to Maintenance Director for assigned duties and scheduling, etc.
- Perform assigned day-to-day maintenance functions in a prompt and professional manner.
- Perform specific tasks in accordance with daily work assignments and established procedures.
- Coordinate and assist as needed with special projects as assigned by the Maintenance Director.
- Assist in monitoring all work being performed by outside contractors.
- Assigned duties may include but not limited to carpentry, electrical, plumbing, mechanical, etc.
- Monitor building automation system, identify problems, report them to the Maintenance Director
- Responsible for the completion of all maintenance service requests as assigned.
- Responsible for 24-hour maintenance service as scheduled.
- Carry facility provided cell phone when scheduled for on-call maintenance.
- Complete grounds maintenance as directed by the Department Director to maintain campus aesthetics.
- Responsible for alerting the Administrator and the Maintenance Director of any unusual occurrence and/or damage that has taken place or that may occur.
- Renovate vacant rooms and apartments as directed by the Maintenance Director
- Complete the inspection and maintenance of building HVAC units, roof motors and fans.
- Maintain efficient function of boilers, analyze, test, and blow down boilers as per procedures.
- Maintain efficient function of the water softener and salt levels as needed.
- Coordinate maintenance functions with the nursing and other departments as required.
- Possible variable work schedule to maintain facilities safety and daily operation
- Complete additional maintenance duties as assigned by the Maintenance Director.

MARGINAL JOB FUNCTIONS:

- Push residents to and from the dining room at mealtimes.
- Assist others in lifting heavy equipment, supplies, etc. as directed or requested.

ESSENTIAL JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort
- Be accountable for use of time.
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the facility.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes and end of the workday. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are maintained at all times.
- Adhere to work schedules as closely as possible including time and attendance.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility
- Keep work/assignment areas free of hazardous objects, such as unnecessary equipment, supplies, etc.
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's room.

ESSENTIAL PHYSICAL DEMANDS:

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift 50 to 100 pounds.
- Work requires **frequent** lifting of 25-50#, 10-20# **constantly** and frequent pushing, standing, walking, squatting, forward bending, reaching forward, grasping light and grasping firm.
- Overhead reaching and climbing is required **frequently**.

WORK ENVIRONMENT:

- Works in all areas of the facility.
- Works outside when needed.
- Moves intermittently during working hours.
- Is subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc)
- May be required to work on shifts, areas, and rotations other than the one for which hired.
- Works beyond normal working hours and on weekends and holidays, as well as in other positions as needed.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday as well as reactions from dust, disinfectants, chemicals and other air contaminants.
- Is subject to exposure to infectious waste, communicable diseases, conditions etc.
- May be subject to hostile and emotionally upset residents, family members, personnel and visitors.

SPECIFIC REQUIREMENTS:

- Must be able to speak and understand the English language.

EQUIPMENT:

- Duties may require the use of a ladder or step stool.
- Works with cleaning chemicals.
- Tools, power tools, mowers, blowers, snow equipment, motor vehicles.

EDUCATION AND EXPERIENCE:

- Prefer a minimum of a 12th grade education or equivalent.
- Experience with carpentry, HVAC, electrical, plumbing, power tools & motorized equipment essential

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one of more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

Date

Signature of Employee