

THE DOCTORS CLINIC

Excellence in Patient Care

JOB TITLE: Maintenance Worker
REPORTS TO: Facilities Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Responsible for performing a variety of maintenance activities in support of the physical plant and capital assets.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Perform a variety of maintenance repairs including, but not limited to, minor electrical, plumbing and carpentry repairs; building related repairs including unplugging drains, toilets and sinks; carpet and upholstery cleaning; and other similar duties.
2. Perform minor maintenance and repairs on medical equipment such as autoclaves, exam tables, bed chairs and other similar items.
3. Perform painting of facilities both interior and exterior.
4. Repair and maintain existing carpentry work.
5. Perform small wood building projects; i.e. file boxes, benches and other minor projects.
6. Move furniture and office equipment as necessary.
7. Remove and transport infectious waste materials per prescribed safety procedures.

ADDITIONAL RESPONSIBILITIES:

1. Assist with landscape duties as requested including operating weed eaters, blowers, mowers, hedge trimmers, chain saws and sprayers.
2. Work as a team member within the maintenance department and all other departments.
3. Document work processes as required.
4. Perform other duties as assigned

QUALIFICATIONS:

Education: High school diploma or equivalent.

Certification/Licensure:

1. Valid Washington State driver's license without restrictions.
2. Proof of automobile liability insurance required at hire and semi-annually thereafter.

Experience: Minimum 3 years relevant experience.

Skills:

1. Strong organizational and interpersonal skills.
2. Basic knowledge of janitorial, plumbing, electrical and carpentry skills.
3. Ability to meet deadlines and be punctual in keeping schedules.
4. Ability to use power tools such as saws, drills, sanders and other construction related equipment.

Other Requirements:

1. Ability to prioritize responsibilities.
2. Ability to multi-task efficiently and effectively.
3. Must be able to act calmly and effectively in a busy or stressful situation.
4. Ability to communicate effectively in the English language in person, by phone and in writing.
5. Must have no more than one (1) moving traffic violation for the preceding two years.
6. Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures.
7. Requires adherence to all policies and procedures, including standards for safety, attendance, punctuality and personal appearance.
8. Must be able to establish and maintain effective working relationships with managers and peers.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone.

Speaking: Must be able to communicate clearly in person and over the telephone.

Vision: Correctable to 20/20, full range of vision and absence of medical or legal restrictions or impairments prohibiting the holding of a valid driver's license. Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.

Other: Requires occasional lifting and carrying items weighing up to 100 pounds.

Requires frequent bending, reaching, standing, climbing of ladders, walking, squatting and sitting, pushing and pulling exerted regularly throughout a regular work shift.

Requires manual dexterity to operate equipment and perform manual responsibilities.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Maintenance Worker job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER

Last update: 10/2008