

**DEKALB COUNTY REHAB & NURSING CENTER
MAINTENANCE II
JOB DESCRIPTION**

JOB OBJECTIVES

Schedules and performs skilled technical and preventive maintenance functions in building and grounds maintenance, alteration and repair of the facility, daily maintenance checklist functions, and equipment repairs.

JOB STANDARD

1. High school graduate or equivalent with vocational training in building and/or mechanical trades with 5 years equivalent experience.
2. Minimum 21 years of age.
3. Must be able to verbally communicate with staff, residents and members of the public.
4. Must be able to read and write English in order to document observations, follow written directives, and generate documents for communication with staff and vendors.
5. A valid Illinois Class "D" Driver's License is required.
6. Must be honest, dependable, of good moral character and exhibit a caring manner to staff and residents.
7. Must be proficient in computer hardware and software utilization to include facilities management systems, communications systems and networking.
8. Must have current Cardiopulmonary Resuscitation Certification (CPR).
9. Must have ongoing in-service education.
10. Must attend and complete orientation class.
11. Must have physical exam and two tuberculin skin tests (chest x-ray if positive reactor) within 10 days of beginning employment.
12. Must be able to safely perform the essential job functions with or without reasonable accommodation.
13. Requires ability to communicate effectively both orally and in writing.
14. Requires ability to establish and maintain working relationships with staff, other management, outside representatives and general public.
15. Ability to establish and maintain effective working relationship with all level of personnel.
16. Health Care Worker background check is negative for any conviction record.

JOB RESPONSIBILITIES AND DUTIES

1. Must be able to work alone on job assignments as required.

2. Insures a safe environment for employees, residents and visitors.
3. Requires ability to perform maintenance and repair functions in the following areas: carpentry, painting and staining, electrical repair and modification, piping, plumbing repair and drain cleaning, and automotive repair and maintenance, stationary power plant, boiler and chiller operations including water testing and analysis, computerized communications systems and facilities management systems.
4. Performs general grounds keeping tasks including mowing, trimming, fertilization, weed control, seeding, removal of snow by hand or machine, and the maintenance of grounds keeping equipment.
5. Trains lower level maintenance workers on repairs in areas requiring additional knowledge and skill.
6. Is responsible for scheduling and performing preventive maintenance tasks.
7. Analyze supply needs and order inventory, report equipment outages and breakdowns, and other problems to supervisory personnel.
8. Required to be on 24-hour call on a three week duty rotation schedule.
9. Maintains confidentiality of all department and organizational information.
10. Performs other duties as required or assigned by Administration.

PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS

A. Physical

1. Strength

Ability to lift, maneuver, position and/or transfer up to 80 pound loads manually. Requires ability to utilize lifts, chainfalls, levers and prybars to move loads weighing hundreds of pounds. This requires varying degrees of pushing, pulling, lifting and turning to move equipment. (Done continuously).

2. Manual Dexterity

Must be able to continuously manipulate small, delicate parts as well as large mechanical assemblies. Occasionally perform difficult manipulative tasks. (Done as needed).

3. Coordination

Requires fine motor coordination to complete specialized tasks as described above (#2). Requires good hand - eye coordination, steadiness and the ability and experience to move palletized loads, carts, bins and barrels in confined spaces, and move equipment in tight quarters. (Done continuously).

4. Mobility

Must be able to continuously stand, walk, squat, climb ladders, climb stairs, reach overhead, bend to the floor, kneel, twist, crouch, and remain in uncomfortable positions for prolonged periods of time. Must not be unduly affected by acrophobia or claustrophobia, as elements of job exist in confined, enclosed spaces as well as high off the ground.

5. Speech

Must be able to continuously articulate clearly and precisely.

6. Emotional Stability

Must be able to continuously remain adaptable and flexible to a constantly changing work environment with flexible, changing priorities, while at all times displaying a pleasant demeanor to staff and residents.

B. Sensory

1. Vision

Ability to focus from a close range to infinity and read required information. (Done continuously).

2. Hearing

a. Must be able to hear continuously, hear normal sounds and voice patterns with constant background noise. Must be able to receive verbal instructions and converse with residents, co-workers, families, and visitors. Must respond to audible emergency signals, electronic signals, alarms, call-light indicators and be able to answer and use the phone. (Done continuously).

b. Must be able to distinguish sounds. Must be able to hear and understand voice pages. Must be able to hear telephone conversation. Must be able to differentiate alarms. (Done frequently).

3. Smell

Must be able to detect the odor of smoke, resins, paints, lubricants, aromatics, sewage, spoiled food, gas, etc. (Done frequently).

C. Cognitive

1. Concentration

Possess ability to concentrate on moderate details with continuous interruptions, over long periods of time. (Done continuously).

2. Attention Span

Attend to a function from several minutes to several hours of sustained effort. (Done continuously).

3. Conceptualization

Must be able to understand and relate specific ideas, concepts, schematics and diagrams. Must possess ability to annotate blueprints, schematics and diagrams to reflect as-built changes and modifications. Must be able to train assigned personnel in accomplishing tasks utilizing new methods and procedures. (Done continuously).

4. Memory:

Must be able to remember multiple tasks and assignments over a period of eight (8) hours, and be able to organize and prioritize the tasks to assure they are accomplished. (Done continuously).

WORK SETTING/ENVIRONMENT

1. Work is performed indoors and outdoors throughout the year. The nursing home is well-lighted and clean with some exposure to dust. Heat and air conditioning are controlled by the building's central system.
2. Constant exposure to hazardous equipment and tools.
3. Constant exposure to loud machinery and noise.

4. Constant physical exertion is required.
5. Occasional exposure to hazardous materials and possibly to infectious diseases.

EQUIPMENT USED

Beds, bedside stand, box cutter, broom, calculator, call/intercom system, carpet shampooer, chairs, clothes armoire, clothes dryer, clothes washer, computer, copy machine, dresser, dust mop, dust pan, electronic time clock, fax machine, file cabinet, fire extinguisher, floor cleaner-stripper-waxer, hazardous waste container, housekeeping cart, keyless entry system, liquid and solid chemical dispensers, markers, microwave oven, paper cutter, pen, pencil, printer, radio, safety monitor, scissors, secure care system, stapler, switches, tables, telephone, television, thermostat, vacuum, video equipment, waste basket, water bucket, wet/dry mop and wringer, wheel chairs. Hand and power tools and implements of all construction trades are frequently utilized by all personnel assigned to the maintenance department. Employees are not restricted to utilizing only tools and equipment owned by DeKalb County Rehab & Nursing Center

EMPLOYEE RESPONSIBILITIES IN EMERGENCY

Must have thorough knowledge of all emergency and disaster procedures of facility. Directs subordinates to respond to emergency situations involving the safety of residents, employees, visitors and facility. Expected to respond to emergency situations involving the safety of residents, other employees and the facility. This includes the ability to assist with evacuation of residents, firefighting, fire drills and false alarms.

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