

HERITAGE POINTE

Seniors Living in the Jewish Tradition

No matter what your job/position is at HP, you share with all the people here, one principle function - to ensure our Residents receive the best care and service ...the one thing you will always be held accountable for is the exercise of your best judgment.

CURRENT REVISION DATE: April 2021
POSITION TITLE: MAINTENANCE TECHNICIAN--GROUNDS
POSITION CATEGORY: Non-Exempt, Full-time, Part-time, per diem
POSITION REPORTS TO: Director of Building Services

I. BASIC PURPOSE OF POSITION:

To make repairs and perform preventive maintenance to the grounds, building, plumbing, mechanical and electrical systems. Upkeep of all plants, trees, flowers, etc. inside and out of the building.

II. CUSTOMER/CLIENTS SERVED BY POSITION:

The Residents, family members, guests, visitors, team members, department staff, state and federal regulators and outside community.

III. EDUCATION REQUIREMENTS:

High school diploma or GED preferred.

IV. EXPERIENCE REQUIREMENTS:

One-year verifiable experience in basic building maintenance.

V. SPECIAL SKILLS, LICENSES, CERTIFICATION AND/OR SPECIAL TRAINING REQUIREMENTS:

Ability to read and understand General Maintenance Forms, write reports, and effectively respond to questions and present information. Must have a basic understanding and mechanical skills necessary to perform repairs on the building. Show a current California driver's license and pass drug screening, physical, TB test and fingerprinting clearance as required by our licensure.

VI. ESSENTIAL JOB DUTIES THAT MUST BE SAFELY PERFORMED WITH OR WITHOUT REASONABLE ACCOMODATION WITHOUT POSING A DIRECT THREAT TO OTHER EMPLOYEES, RESIDENTS OR SELF:

1. Understand, read, write and speak the English language.
2. Receive and make phone calls.
3. Climb ladders with tools.
4. Move 75 lbs. unassisted.
5. Drive a motor vehicle.
6. Operate power tools.
7. Basic math solving skills.
8. Basic understanding of plumbing fixtures (i.e., leaky faucets, toilets, replace sinks, drain valves, water lines, pool equipment, pool chemicals, pool maintenance, etc.)
9. Plunge toilets, sink, floor drains.

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10. Basic understanding of electrical apparatus (i.e., lights, switches, outlets, motors, icemakers, appliances).
11. Hang pictures, draperies, vertical blinds.
12. Replace overhead light bulbs.
13. Replace and/or repair appliances (i.e., garbage disposals, stoves, minor heating and cooling and air conditioning adjustments).
14. Replace windows.
15. Perform light finish carpentry.
16. Install grab bars.
17. Make door lock repairs and adjustments.
18. Paint and hang wall paper.
19. Demonstrate positive attitude and ability to work well with people.
20. Work schedule flexibility; able to work on-call - weekends, evenings, and holidays.
21. Respond to Med-Alert calls and inspect Med Alert systems
22. Inspect and repair smoke detectors
23. Timely completion of assigned work order.
24. Assist Environmental Department (i.e. Housekeeping, Linen, Janitorial) as necessary.
25. Be available to respond to maintenance issues on an "on call" basis.
26. Landscaping work (trimming, raking, sprinkler repairs, etc..).
27. Picking up stock at hardware store.
28. Cleaning of Maintenance Shop.
29. Other duties as assigned.

FACTORS AFFECTING WORK PERFORMANCE – attendance, reliability, interpersonal, adaptability, judgment, mission, adherence to policy and regulatory requirements.

1. Make time to have fun at work, laugh, breathe and smell the roses.
2. Regular, punctual attendance. Flexibility in schedule as it may include weekends, evenings and holidays.
3. Additional duties as assigned by supervisor.
4. Attend daily shift report, department staff and "All" employee staff meetings.
5. Timely completion of work assignments.
6. Be a team player and able to get along well with co-workers and other departments.

Mission, Vision, Policy and Regulations – HP Philosophy, adherence to policy, judgment

1. Familiarize self with Heritage Pointe mission/vision, rules, policies and procedures and same with the Jewish Tradition as observed by our Residents, family and guests.
2. Observes safety regulations; to include but not limited to wearing appropriate safety equipment, reporting work related injuries, using proper body mechanics and responding to fire/disaster alarms and wearing name badge.
3. Follow timekeeping policy utilizing timeclock to record all hours worked to include mandatory meal period of thirty minutes by the 5th hour of work & OT is authorized by supervisor.
4. Wear appropriate clothing per facility and assisted living uniform policy to include name badge.

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5. As a matter of HP policy and federal and state law; follows confidentiality and privacy policy, applies “minimum necessary”, “needs to know” guidelines on all PHI information and reports non-compliance violations to the Administrator.
6. As a mandated reporter per DOJ requirements; attends Mandated Reporter Abuse training meetings, will report all abuse incidents; physical, emotional, financial, sexual, verbal, completing the 1) SOC 341 form, mailing or faxing, 2) calling the ombudsmen and/or department of health services; for Assisted Living and Independent Living, call Ombudsmen, and APS (adult protective services), and 3) informing supervisor so Resident can be protected.
7. Follow the corporate compliance standard and employee code of conduct, of performing work with an ethical behavior and utilizing proper business conduct and professional practice, that complies with applicable laws, rules and regulations; as serving the Residents, preserving the organizational reputation, maintaining Resident/employee trust, community respect. Reports non-compliance or concerns to Corporate Compliance Officer.

VII. EQUIPMENT AVAILABLE FOR JOB DUTIES:

1. Hand tools (i.e., hammers, screwdrivers, pliers, saws, etc...)
2. Power hand tools (i.e., drills, saws, sanders, routers, etc...)
3. Table and radial arm saws.
4. Miter saw.
5. Drill press.
6. Pneumatic tools.
7. Volt-ohm meters.
8. Sharp tools.
9. Chemicals.
10. Ladders, carts, dollies.

VIII. PHYSICAL DEMANDS:

Normal bending and stooping. Must be able to lift up to 50lbs. unassisted. Must be able to walk and stand on feet for several hours. Requires some handling of infectious biologically unclean and toxic materials.

I, (Print Name) _____, have read the job description entitled **Maintenance Technician** and pledge to perform to the best of my ability each duty and responsibility to the highest standard possible. I also understand that this job description does not imply a contract or agreement. It outlines the job duties for the position of Maintenance Technician. Further, I am committed to understanding the sensitive, ethical and confidential nature of the position and realize that comprising this could lead to immediate consideration of termination. Employment at Heritage Pointe is “At Will”. For any reason, at any time, with or without cause or notice, and Heritage Pointe or myself may terminate the employment relationship.

Maintenance Technician Signature

Date

Human Resources Signature

Date

A signed copy of this job description will be placed in your personnel file for future referencing and used for evaluation purposes throughout the year.