JOB TITLE:    Maintenance Assistant
Reports to:   Facilities Supervisor
Supervisory Responsibilities:  None

Position Summary:
To perform both indoor and outdoor preventive maintenance and repairs to Memorial Hospital and Primary Care Clinics facilities, equipment, machinery, and grounds.

Position Qualifications:
- Five years’ experience in maintenance, electrical, and/or mechanical field required.
- Working knowledge of methods and techniques for electrical, mechanical, and building maintenance.
- Working knowledge of electrical and building codes.
- Working knowledge and skills for performance of carpentry and painting projects.
- Ability to read and interpret blueprints and specification records.
- Valid Wisconsin Driver’s License required.

MHLC Values, Expectations and Responsibilities:
- Ability to follow the disciplines as documented in the Memorial Hospital and Primary Care Clinics Confidentiality Agreement as well as the Code of Conduct.
- Ability to work flexible hours; cover call nights/weekends/holidays.

Essential Functions:
- Physical Plants and Buildings:
  - Ability to inspect buildings and equipment to determine functional systems and detect malfunctions and needed repair, making notes and recommendations using a pre-established check sheet.
  - Ability to maintain a clean working environment when working in and around Hospital and Clinic Facilities.
  - Ability to order parts and maintain accurate inventory levels.
- **Electrical Maintenance:**
  - Ability to perform minor electrical maintenance to include, but not limited to, replacement or repair of fixtures (ex. Wall switches, outlets, bulb/lamps, ballast, sockets, fuses, appliances, cords, patient care equipment, phone systems, fire alarms, medical alarms, etc.)

- **Plumbing Maintenance:**
  - Ability to perform minor plumbing maintenance (ex. Replacement or repair of leaks in drains, faucets, water lines and hoses, unclogging drains, replacing hoses and washers on patient care equipment, etc.)

- **Record Keeping:**
  - Ability to maintain accurate records regarding all inspections, testing, repairs and maintenance schedules of all physical plant and building components.

- **Building and Facility Codes:**
  - Working knowledge/desire to learn and ability to follow the governing codes used in a healthcare setting that include but are not limited to the following: DHS 124, NFPA 101 Life Safety, NFPA 13 Sprinkler Install Standard, NFPA 70 National Electric, NFPA 72 Fire Alarm, NFPA 80 Fire Door Standard, NFPA 90A HVAC, NFPA 99 Healthcare, NFPA 110 Generator Standard.

- **Certification Requirements:**
  - Ability to pass Certification/Recertification to handle Biohazardous and Medical Waste.

- **HVAC Maintenance:**
  - Ability to perform minor HVAC maintenance on multiple types of heating, cooling and high pressure steam systems (ex. Replacement of belts, filters, valves, dampers, sight glass, etc. Greasing of equipment. General troubleshooting).

- **Construction Duties:**
  - Ability to perform minor painting, carpentry and masonry work (ex. Preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes. Repairing of doors, walls, flooring, fitting lock and handles, cabinets, ceilings and furniture, etc.)

- **Fire Equipment Maintenance:**
  - Inspect, test, and clean alarms, switches, and sensors; keeping accurate records of all maintenance performed.

- **Office Space Maintenance:**
  - Ability to reconfigure, install, position and remount office furniture and space (ex. Furniture, wall panels, work surfaces, storage bins, lighting and file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.

- **Miscellaneous Facility and Kitchen Equipment:**
  - Inspect, adjust, and repair miscellaneous Hospital and Primary Care Clinic equipment; including beds, autoclaves, centrifuges, and kitchen equipment.

- **Security Checks:**
  - Perform security checks of buildings, parking lots, and equipment.

- **Snow Removal:**
  - Removal of ice and snow from roads, parking lots, and walkways.
• **Safety and Security Calls:**
  o Prompt response time to all safety and security calls.

• **Ordering of Medical Gases:**
  o Responsible for the ordering and inventory of medical gases.

**Physical Requirements:**

- **Strength:**
  o Ability to lift and/or move 10 to 50 pounds.

- **Manual Dexterity / Coordination:**
  o Ability to use of arms and hands for simple grasping, pushing, and pulling.
  o Ability to use muscle groups required for walking, bending, reaching, climbing, and stooping.
  o Ability to perform tasks such as sawing, hammering, building, mowing, and use of power tools.

- **Speech:**
  o Ability to speak clearly and intelligently in interactions with supervisors, committee members, medical providers, staff, patients, and visitors.
  o Ability to discuss, report, and give direction with extreme accuracy and precision.

- **Vision:**
  o Ability to pass the Wisconsin Driver’s License vision exam.
  o Ability to read meters, schematics and/or blue prints, and correspondence and/or instructional materials.

- **Hearing:**
  o Ability to hear verbal instructions and communicate effectively with normal background noise.

- **Touch:**
  o Ability to make manual assessments and repair of equipment.

- **Environmental Conditions:**
  o Ability to work in a normal indoor temperature range of 70 degrees down to outdoor temperatures which may range from below 0 to above 90 degrees.
  o Ability to work when exposed to loud or unpleasant noises from equipment and/or power tools; using proper protective equipment.

**Facility and Supervisor Expectations:**

- Ability to respond in a positive manner to all work requests and direction given by the immediate supervisor, as well as upper management.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to report to work timely.
- Ability to follow safety rules and regulations.
- Ability to know and perform appropriate duties during a disaster.
- Ability to use Hospital and Primary Care Clinic equipment, supplies, and property with care and respect.
- Ability to adjust pace and speed of work and at times scheduling of work duties; while not compromising quality, in adapting to the demands of the facility and administration.
Employee Responsibility in an Emergency:
As an employee of Memorial Hospital of Lafayette County and Primary Care Clinics, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

Management Statement:
This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read the above job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these.