

Category 1, 2, 3, 4
Universal Precautions
Apply (Circle One)

DIRECTOR OF MAINTENANCE JOB DESCRIPTION

Department: _____ Date of Hire: _____

General Purpose:

To plan, organize and direct the overall operation of the department in accordance with current federal, state and local standards, ensuring that the facility is maintained in a safe, comfortable condition.

Qualifications:

- * Must be knowledgeable of boilers, compressors, generators and mechanical, electrical and plumbing systems
- * Must be knowledgeable of building codes, safety regulations and blueprint interpretation
- * Must be at least 18 years of age
- * Completion of secondary education or otherwise show ability to read, write and follow oral and written directions
- * Must speak and understand English
- * Previous experience in a supervisory capacity
- * Positive attitude toward the elderly

Essential Job Functions:

A. Maintenance Functions

Duties:

Plan, develop and direct the Maintenance Department; coordinate maintenance services with other departments; ensure outside services are properly completed and supervised in accordance with contracts; assist in establishing and maintaining a preventive maintenance program; ensure compliance with fire and safety codes; interact with fire, building and safety inspectors; report accident/incident reports to administration; respond to and be available for emergency calls; and, ensure proper maintenance of

the facility including carpentry work, groundskeeping, painting, equipment and HVAC systems.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, standing, pushing, pulling, bending, lifting, grasping, fine hand coordination, ability to distinguish smells and temperatures, ability to read and write in English, ability to communicate with residents, personnel, vendors and support agencies and ability to remain calm under stress.

B. Personnel Functions

Duties:

Assist in the recruitment, interviewing, selection, discipline and discharge of maintenance personnel; schedule department hours to ensure proper coverage; ensure maintenance personnel are performing their assignments; maintain appropriate employee records; and, coordinate maintenance services to ensure performance without interruption.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English, ability to communicate with personnel and ability to remain calm under stress.

C. Safety and Sanitation Functions

Duties:

Supervise fire and safety programs; regularly inspect equipment, building and grounds to ensure a safe and comfortable environment; promptly report facility or equipment damage to the Administrator; and, ensure that maintenance personnel comply with Universal Precautions, proper waste disposal and inspection control procedures and safety rules.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking, bending, lifting, ability to distinguish smells and temperatures and ability to read and write.

D. Residents' Rights Functions

Duties:

Maintain resident confidentiality; treat residents with kindness, dignity and respect; know and comply with Residents'

Rights rules; ensure that residents' personal and property rights are followed by maintenance personnel at all times; and, review, promptly report to the Administrator and maintain written records of all resident complaints and grievances.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate with residents and ability to remain calm under stress.

Other Job Functions:

A. Equipment and Supply Functions

Duties:

Forecast needs of the department; assist in preparing the Maintenance Department budget; order equipment and supplies as necessary; and, maintain proper records of repairs, purchases and other expenditures.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to read and write in English and ability to communicate with personnel and vendors.

B. Staff Development Functions

Duties:

Develop and participate in in-service training for maintenance personnel; serve on facility committees and provide reports on maintenance activities; attend department head meetings; and, ensure maintenance personnel receive proper training for infection control, Hazardous Communication and Universal Precautions prior to working.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Ability to communicate effectively with personnel, ability to read and write and ability to understand and apply training and in-service education.

C. All Other Duties As Assigned

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice and that I am an at-will employee.

Date

Employee

Supervisor