



**Position Title:** Maintenance

**Main Function:** Is responsible for assisting in implementation and coordination of maintenance, repair, and renovations of Niagara Hospice owned and leased facilities. Assists the Director of Maintenance with both skilled and semi-skilled tasks related to the property, equipment, landscaping and other assignments as required to maintain a safe and aesthetically appealing facility. Participates in preventive maintenance program. The Maintenance Staff will be expected to interact with patients and visitors in a warm friendly manner and will always adhere to the premise that this is “HOME” to the patients.

**Supervisor:** Director of Maintenance

**Specific Duties/Responsibilities/Knowledge Application:**

1. Performs repairs according to requests. Repairs will include but not be limited to the areas of;
  - a. Plumbing
  - b. Painting
  - c. Electric
  - d. Carpentry
  - e. Automotive
2. Performs or coordinates all preventive maintenance programs as necessary.
3. Monitors and maintains plumbing, heating, cooling and electrical systems.
4. Maintains landscaping.
5. Conducts and performs regular safety inspections at the discretion of the Maintenance Director and keeps proper records of the same
  - a. Participates in quarterly Fire/Safety Meetings.
  - b. Visual inspections of rooms upon a patient’s discharge and makes repairs accordingly.
  - c. Inspects grounds, common areas and structures for preventive and safety measures.
6. Reports hazardous or emergency conditions to the Director of Maintenance.

7. Keeps accurate and legible records related to Maintenance and Safety
  - a. Maintains and update list of appliance serial numbers
  - b. Maintains logs for inspection of fire suppressions systems, emergency generator testing, and other logs as mandated by Federal, State, and/or local jurisdictions.
8. Assembles equipment and other items
9. Orders and pick up maintenance supplies and materials as need to ensure proper functioning of the facility.
10. Responds to emergencies (sometimes after hours)
11. Performs snow removal activities.
12. Promotion of and adherence to the elements of the corporate compliance program.
13. **Schedule:** 3pm-11pm Monday- Friday; shared weekend coverage and on-call coverage with other department staff.

## **Qualifications:**

### **Education Requirements:**

High School Education or equivalent

Knowledge of OSHA work safety requirements (i.e., Lockout/Tag out, MSDS, etc.)

Knowledge of Fire/Safety practices

Knowledge of preventive maintenance programs

Knowledge of the safe use of a variety of tools both manual and mechanical

### **Work/Skill/Experience:**

3 or more years demonstrated ability to perform building maintenance or experience in a related building trade consisting of repairs, carpentry, minor electrical, minor plumbing, painting, heating and cooling.

Basic knowledge in all building repair trades, purchasing procedures and practices  
 Ability to perform the following, including but not limited to; *minor repairs to building appliances and fixtures, clear clogged drains, repair or replace external plumbing fixtures, patch holes in walls, replace ceiling tiles, miscellaneous carpentry repairs, minor masonry duties, interior painting, minor electrical repairs, general automotive repair, and other similar type duties.*

### **Licensure/Certification:**

Driver's License (regular access to vehicle)

### **Physical Demands:**

Periods of prolonged standing/walking (e)

Intermittent reaching, stooping, bending, kneeling, and crouching (e)

Lifting and moving products (e)

Write, read and comprehend English (e)

Must be able to lift a 40 pound container from floor level to table/waist height, and then return it

to floor. (e)

Must be able to lift a 75 pound container at table/waist level, and then transfer it three feet to another nearby location at the same height. (e)

Hand dexterity to use computer, adding machine, etc.(e)

Must be fully vaccinated for Covid

**Work Conditions:**

Exposure to hot and cold temperatures

Exposure to outside climate.

Contact with patients under wide variety of circumstances

Handles emergency or crisis situations

Occasional pressure due to multiple tasks/demands

May intermittently work in confined spaces

May have exposure to intermittent high noise levels

May have exposure to chemicals

**Occupational Exposure Determination: 2**

**Personal Protective Equipment Used:**

Eye protection

Gloves

Ear protection

Particulate Mask