

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION

Maintenance Worker – Full time 32 – 40 hours/week

SUMMARY

Maintain the facility inside and out. Be able to operate small to medium sized equipment. General knowledge in electrical, plumbing, and construction is preferred.

EDUCATION

A high school diploma is preferred. Previous maintenance work is a plus.

EXPERIENCE REQUIRED

General knowledge in plumbing, electrical, construction, and light machinery.

SKILLS AND ABILITIES

- Ability to work effectively with all levels of management and employees.
- Ability to deal effectively with problems as they arise.
- A self-starter with good work ethic.
- Attention to detail is essential.
- Ability to work independently and be highly organized and efficient.

ESSENTIAL RESPONSIBILITIES

1. The ability to inspect motors and install new parts if necessary.
2. Minor electrical wiring, changing of light switches, receptacles and other minor electrical problems that arise.
3. Add chemical to boilers and checks for proper operation.
4. Learn the operations of a chilled water air conditioning system, how it functions and how fan coil units work throughout the hospital.
5. Basic plumbing duties from installing faucets to minor plumbing repairs on drain lines going to the city sewer system.
6. Maintain lawn and shrubbery as to keep an attractive appearance.
7. Sweep sidewalks, empty outdoor trash receptacles, pick up litter.
8. During the winter months all walkways must be cleared of snow and ice and icemelt should be used weather permitting.
9. Act as a security officer if needed.
10. Accept responsibility and report to work on time.
11. Be professional in every way.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION Administrator and Department Head of Maintenance

PHYSICAL REQUIREMENTS

- Requires extended periods of time, sitting and/or standing.
- May be required to lift up to 75+ lbs.
- Exposure to outdoor elements. Extreme cold in the winter months clearing snow and ice from walkways and driveways. Extreme hot temperatures in the summer maintaining landscaping, mowing, weed eating, etc.
- Requires full range of mobility for any problem that may need fixing.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to move about. Pushing, pulling, walking, bending are all part of a normal work day.

MACHINES TO BE USED Computer, fork lift, snow blower, lawn mower, skid loader, weed eater, edger, power washer, scissor lift, etc.

ENVIRONMENTAL Indoor, general hospital environment, outdoor all weather conditions.

SPECIAL SKILLS The ability to work on minor electrical issues, plumbing, office equipment, and general construction knowledge are skills used on a daily basis..

TRAINING AFTER HIRE Training programs that apply to position or enhance job performance will be required. Hospital wide inservice attendance will be required.

SPECIAL LICENSES REQUIRED None

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital operated under lease by Great Plains of Kiowa County, Inc. (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature/date