

## KCMH Maintenance Department

Maintenance Engineer

Modified: 9/11/2015



The Maintenance Engineer is responsible for ensuring efficient operation, inspection and maintenance of the hospital's essential utility systems, equipment, and buildings to ensure a safe environment for patients, staff and guests.

This position requires the ability to work individually as well as in a team. Because a hospital never closes, there must always be maintenance workers on staff just as there are health care providers; therefore maintenance staff must at times work non-standard hours, holidays, nights or weekends.

As the hospital's equipment becomes more and more complex, vocational training is becoming more important. This position requires a willingness to continually learn about new equipment and to keep up with technology.

### **SUPERVISORY RESPONSIBILITIES**

May exercise some supervision over Public Service Workers or contractors, as well as standard oversight of maintenance subordinates.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and one year of responsible experience in building and mechanical equipment maintenance and repair; or an acceptable equivalent combination of education and experience. Previous supervisory experience is preferred. Good skill in the use of hand and power tools, lawn care equipment, and other maintenance related items is required.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

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### REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions.  
Ability to deal with problems involving a few concrete variables in standardized situations.

### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

### Duties

- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Use Maintenance Department Sheets to document information necessary for proper record keeping.
- Record type and cost of maintenance or repair work.
- Clean or lubricate shafts, bearings, gears, or other parts of machinery.
- Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists.
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches; to precision measuring instruments and electrical and electronic testing devices.
- Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment.
- Plan and lay out repair work, using diagrams, drawings, blueprints, maintenance manuals, or schematic diagrams.

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- Order parts, supplies, and equipment from catalogs and suppliers, or obtain them from storerooms.
- Maintain and repair specialized equipment and machinery found in cafeteria, laundry, offices, or anywhere in the hospital.
- Estimate repair costs.
- Provide grounds keeping services, such as landscaping and snow removal.
- Perform general cleaning of buildings or properties.
- Act as Security Officer if needed.
- Need to be trustworthy, reliable and not abuse privileges or benefits.
- Be able to accept responsibility and report to work on time.
- Adhere to hospital dress policy, personal hygiene, and appropriate jewelry.
- Be professional in speech; avoiding profanity and vulgar language.
- Be able to set a good example in carrying out hospital and department policies.
- Support the Department Managers and Administration.
- Respect authority and work well with others.
- Any duty assigned to employee by Department Manager or Administration.

\*The duties listed may or may not include everything that could be asked of the Maintenance Engineer. All duties are subject to change at the discretion of the Hospital Administrator.