



MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

Employment at Morrow County Health District

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District's vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and uphold the District's values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

Title: Maintenance Technician I

Dept: Plant

Exempt/Non-Exempt: Non - Exempt

Reports to: Maintenance Director

Pay Equity Group: Union

General Position Summary:

To help maintain all District buildings and grounds as instructed to provide a good aesthetic appearance and safe environment for all patients, staff and visitors.

Essential Functions:

- Help repair or replace plumbing, electrical and mechanical equipment as needed.
- Change heating/cooling system filters on a regular basis; repair/replace motors, fans, bearings, when needed; lubricate related equipment as per District Maintenance Schedule.
- Install and remove all window AC units according to Maintenance Schedule.
- Assist with care of boilers for proper operation. Maintain, repair, replace all pumps, filters, piping gauges, etc. so boiler runs efficiently at all times for heating and hot water.

- Inspect and check fire system on a regular basis and according to the maintenance schedule and as per Fire Marshall's regulations.
- Repair fire sprinkler system as needed and maintain operation at all times.
- Assist with completion of equipment and preventative maintenance tasks as assigned in the computerized software program and record completed tasks in the system.
- Help repair walls, ceilings, floors, etc. as needed.
- Help with construction projects as assigned.
- Moving heavy furniture and heavy and bulky freight as needed.
- Help maintain and repair building exteriors.
- Maintain grounds, including: mowing, weeding, fertilizing, watering, trimming shrubs, planting flowers, landscaping work, maintenance and repair of sprinkler systems, raking leaves, sweeping, washing, shoveling walks, maintaining parking areas, etc.
- Maintain confidentiality and patient rights.
- Document all job functions, follow all safety standards established by the facility and regulatory agencies and work in a safe manner at all times.
- Maintain strict patient confidentiality and follow all HIPAA regulations.
- Follow all infection control precautions and wear proper PPE when required.

SECONDARY FUNCTIONS:

- Respond to all emergency situations, which may arise within the facility or community as defined in the Fire and Disaster plans and as needed.
- Interact with all other departments, staff, patients, residents, and visitors.
- Provide a clean, safe environment for all patients, residents, visitors, and employees.
- May be called on to assist in other areas.
- Attend and participate in all departmental and facility in-services.
- Attend all required meetings and complete all assigned trainings by due date.
- Performs other duties as assigned by your Supervisor or Administration.

Job Scope:

Supervisory Responsibility:

This position does not have any supervisory responsibility.

Interpersonal Contacts:

Must have excellent interpersonal communication skills to accomplish a variety of tasks with various groups of people including department managers, all District staff, vendors, contractors, and community partners. A demonstrated understanding and appreciation for

diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Effort

- Be able to constantly lift over 10 pounds, frequently over 50 pounds, and occasionally over 100 pounds.
- Be able to constantly push and pull over 25 pounds, frequently over 50 pounds, and occasionally over 100 pounds.
- Function in small tight places.
- Communicate and respond clearly on radio or telephone or in writing.
- Read labels and thermometers, and follow directions.
- Be able to grasp, push, pull, carry, or otherwise manipulate tools and items on a constant basis.
- Able to perform hand, eye, and foot coordination on a constant basis.
- Be able to stand for long periods of time, or walk constantly.
- Be able to constantly bend, squat, kneel, climb, crawl, and twist.
- Ability to communicate clearly with all patients, residents, visitors, and staff and be able to read and understand written instructions.
- Ability to concentrate on detail with constant interruptions and be able to prioritize jobs.
- Able to remember day to day schedule changes and assignments.
- Ability to work with ladders, from high places, in confined spaces, and in awkward positions.
- Ability to use hand tools and power tools.

Education, Experience and Certification/Licensure:

1. Minimum of a high school diploma or equivalent.
2. No previous experience is required but must be willing to learn.
3. Valid Oregon driver's license required.
4. Must be able to work in high places and in confined spaces and be able to lift, bend, kneel, squat, and twist to perform job functions.

Job Conditions:

- Will work both indoors and outdoors as the need arises.
- Occasional exposure to blood, body fluids, infectious waste, grease, oil, dust, hazardous materials, possible exposure to: electrical shocks, toxins, mechanical hazards, burns, and extreme temperatures.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

Signature of Employee

Date