

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Maintenance Worker I	Grade	
Department	Plant Maintenance	Exempt	
Immediate Supervisor	Facilities Manager	Non-exempt	X
Supervisor next in line	CFO	Workweek	40
POSITION SUMMARY			
With little supervision assumes responsibility for assigned portions of P.M. programs and maintenance requests. Perform courier duties when assigned and do cleaning, oil changing, filters, plumbing, painting, and building and grounds work. Uses all guidelines set forth in Engineering Department policies and procedures.			
Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:			
<ul style="list-style-type: none"> ● Actions and communications that contribute to a team concept and create a positive environment for all customers ● Acceptable performance of essential and all job duties ● Acceptable attendance record ● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building ● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct ● Accountability for the consequences of own actions ● Physical and emotional ability to perform essential functions ● Acceptable background investigation results if required for position 			
Minimum Education, Experience, Licensure, Certification required:			
Minimum requirements: High School diploma or equivalent. Valid Montana driver's license with good driving record. Must be able to follow written and/or verbal instructions. Train to obtain 3 rd class boilers license within 6 months of employment.			
ESSENTIAL FUNCTIONS/DUTIES:			
(Must be able to perform with or without accommodation)			
1	Repair and perform maintenance on all building and grounds mechanical equipment. Repairs to the building such as wall repair and painting.		
2	Make established Courier deliveries and pickups when necessary.		
3	Safety inspects all electrical equipment for patient, staff and visitor safety.		
4	Record all repairs on Preventive Maintenance.		
5	Perform outside snow removal on sidewalks and parking lots. Mowing, trimming and watering.		
6	Lubricate rolling stock and equipment as assigned from preventive maintenance list.		
7	Change filters throughout facility in mechanical spaces as well as patient areas.		
8	Clean Engineering spaces and shops and remove garbage as necessary.		
9	Train to be proficient in any area assigned with staff providing on the job training. Such as plumbing, heating and air conditioning.		
10	Report any unusual occurrences or malfunctions to Facilities Manager.		
11	Report all call backs or deviations from scheduled shifts.		
12	Take both verbal and written orders and carry out to completion.		
13	Accept standby and on call status and be available when on call.		
14	Build and/or repair walls to hospital code requirements		
15	Paints and/or papers to keep all facility walls in good repair.		
16	Completes other duties as assigned.		
Knowledge, Skills, Abilities:			

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Willingness to attend inservice programs, asks questions, maintain and improve knowledge and skill level.
Ability to perform assigned and unassigned jobs both of routine or emergency nature.
Ability to work independently and accurately using department procedures and guidelines with little or at times no supervision.
Ability to follow through to job completion, never leaving incomplete job or repairs unless proper notification to Director of Engineering is made.
Ability to read, write clearly, perform mathematical calculations, follow written and verbal orders.
Seek guidance and direction when needed.
Be able to establish and respond to priorities.
Be able to work under stress and make sound decisions for safety and life.
Be willing to assume additional duties as needed and be cheerful and helpful. **Adheres** at all times to the technical and ethical standards of his or her job description and the overall philosophy of CMMC.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
X	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
X	Noise	
X	Other (Specify)	Heat

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
X	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date