

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Maintenance Worker II</b>	<b>Grade</b>	
<b>Department</b>	Plant Maintenance	<b>Exempt</b>	
<b>Immediate Supervisor</b>	Facilities Manager	<b>Non-exempt</b>	<b>X</b>
<b>Supervisor next in line</b>	<b>CFO</b>	<b>Workweek</b>	<b>40</b>
<b>POSITION SUMMARY</b>			
<p>With little or no supervision, assumes responsibility for Preventive Maintenance Program under guidelines set forth by Plant Operations Manager. Normal maintenance, repair and upkeep of CMMC/NH building, grounds, machinery and all associated medical and treatment equipment as set forth in departmental policies and procedures. Supervises as assigned or in lieu of Plant Operations Manager.</p>			
<p><b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b></p> <ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
<p>High School diploma or general education or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Minimum of four years as Maintenance Worker I. Must have good knowledge and understanding of N.E.C., NFPA, N.B.C., and Life Safety Codes. Have completed specialized training in at least three of the following categories: air conditioning, refrigeration, sheet metal, electrical, electronics, heating/ventilation, welding, boiler school.</p>			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
<i>(Must be able to perform with or without accommodation)</i>			
1	Repairs and performs maintenance on all buildings and grounds mechanical equipment.		
2	Tests and adjusts feed as necessary: all boilers, cooling tower, and condensate water.		
3	Tests all electrical equipment for patient, staff, or visitor safety.		
4	Test run and adjust or repair emergency generators		
5	Fabricates equipment and parts for patient care or engineering use.		
6	Installs new electrical or plumbing runs, or new equipment.		
7	Troubleshoots and repairs refrigeration units, including all room units, zone units, dietary and lab units, to include compressor and electrical component change out.		
8	Calibrates gauges and scales for proper readout.		
9	Records all repairs or preventive maintenance done.		
10	Informs Department Manager of all activities.		
11	Is alert to safety or security problems as set forth in Engineering Policies and Procedures.		
12	Work on outside snow removal, water, snow plowing, and mowing.		
13	Trains new department members as assigned.		
14	Cleans equipment and working areas as needed.		
15	Change and record all air handling units, filters, and P.M. them.		
16	Report and unusual occurrence or malfunction to Plant Operations Manager.		
17	Report any call backs or deviations from scheduled shifts.		

**CENTRAL MONTANA MEDICAL CENTER  
POSITION DESCRIPTION**

<b>Position Title</b>	<b>Maintenance Worker II</b>	<b>Grade</b>	
-----------------------	------------------------------	--------------	--

18 Accept standby and on call status and be available when on call.

19 Completes other duties as assigned.

**Knowledge, Skills, Abilities:**

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interests, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** 3rd Class State of Montana Boiler License, Montana Drivers License, Refrigeration Certificate.

**OTHER SKILLS AND ABILITIES:** Willingness to attend inservice programs, ask questions, maintain and knowledge and skill level. Ability to perform assigned and unassigned jobs both of routine or emergency nature. Be able 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 Plant Operations Manager is made.

**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:

	<b>Radiation</b>	
X	<b>Noise</b>	
X	<b>Other (Specify)</b>	<b>HEAT</b>

**PHYSICAL DEMANDS:**

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

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