

NORTHEAST MONTANA HEALTH SERVICES - FAITH HOME
JOB DESCRIPTION
MAINTENANCE ASSISTANT

NAME: _____

ACCOUNTABLE TO: DIRECTOR OF MAINTENANCE

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position as a MAINTENANCE ASSISTANT is to assist the Maintenance site manager or the Director of Maintenance in maintaining the grounds, facility and all property and equipment owned by Northeast Montana Health Services in a safe and efficient manner. This is to be done in accordance with State regulations, facility procedures and as directed by our immediate supervisor or Departmental supervisor, to assure that a successful, viable maintenance program is maintained at all times.

Every effort has been made to make this as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical job assignment to the position.

WORKING CONDITIONS

1. Works at all campuses of Northeast Montana Health Services and property being rented by the NEMHS.
2. Is subject to Sitting, standing, and bending intermittently throughout the day. May be required to work in cramped areas.
3. Is subject to frequent interruptions.
4. Is subject to infectious diseases and hazardous waste, odors, etc.
5. Is willing to work beyond normal working hours, weekends, and holidays when necessary.
6. Required to work in adverse weather conditions.
7. Communicates with nursing personnel, and other departments.
8. Is subject to falls, burns from equipment, lacerations, etc.

ESSENTIAL EDUCATIONAL REQUIREMENTS

1. It is preferable to have six months experience in a related field.

2. Must have a current Montana's Drivers License.
3. Must be able to read, write, and comprehend the English Language.

ESSENTIAL JOB FUNCTIONS

1. Must be able to lift, at a minimum, 50 pounds. Must be able to lift, push, pull, and move heavy equipment and supplies throughout the day.
2. Must possess sight and hearing senses or be willing to utilize prosthetic devices to function adequately.
3. Must function independently, have personal integrity, flexibility, and the ability to work with other personnel.
4. Must abide by strict confidentiality policies.
5. Must be capable to making independent decisions when circumstances warrant such action, such in time of emergencies and when the supervisor is unavailable.

MAJOR DUTIES AND RESPONSIBILITIES

1. Must be knowledgeable of safe maintenance practices.
2. Must follow a maintenance schedule as directed by your supervisor.
3. Assists in completing work orders as directed by your supervisor.
4. Attends and participates in in-service educational classes and any other educational offerings.
5. To abide by all NEMHS Policies
 - a. All OSHA Policies
 - b. All Personnel Policies
 - c. All Employee Health Policies
 - d. All Departmental Policies
 - e. All State and Federal Guidelines
 - f. Abides by all Corporate Compliance
 - g. HIPAA
 - h. Hazcom/Blood Borne Pathogens

I have read the job description and hereby agree to perform the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date