

Job Title: Maintenance Worker 3
Department: Environmental Services
Classification: Non-Exempt
Reports to: 1. Facility Manager
2. CEO/President

Summary

Responsible for performing a wide variety of technical and complex duties relative to the general maintenance and repair of the buildings, grounds and utility systems of the hospital.

Essential Functions

- Performs general and skilled maintenance of facility, grounds and utility systems
- Maintains/performs preventative maintenance programs and completes assigned work in a timely manner
- Accomplishes skilled repairs of plumbing, electrical, carpentry, heating/air conditioning, boiler equipment, machinery repairs, medical gas systems and various others as able
- Completes technical and complex repairs and/or renovation and remodeling efforts
- May periodically attend and represent the Maintenance department at meetings of various hospital committees and/or task forces
- Operates and performs preventative maintenance on equipment, machinery and tools related to the performance of maintenance duties, including the following: Maintenance department truck, snow plows/blowers, salt spreaders, sidewalk/parking lot tractor mounted brush, pumps/motors and power tools
- Maintains assigned inventory programs of the Maintenance department and assists with ordering and restocking supplies
- Takes regular maintenance on-call assignments
- Responds to various in-house codes
- Other job duties as assigned

Education/Experience

- High School Diploma or equivalent and continuing education in trade school programs or classes is required
- Minimum of three years increasingly responsible experience in the Maintenance field, with two years of progressively responsible experience in a healthcare setting with some experience in management-related duties (i.e. charge responsibilities) is required
- Job related experience in building trades including a knowledge and understanding of the principles, procedures, methodology and practical application of environment engineering is required
- Minimum of one year related education (Vocational Technical courses, Trade school, etc.) in basic electricity, plumbing, blueprint reading, masonry, engine repair, carpentry, or similar area is preferred
- Current, valid PA driver's license and driving record acceptable to the hospital insurance carrier standards
- Must be able to read and write and follow written and oral directions
- Must have experience using a computer

Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**
- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.

Work Environment

Work is performed both inside and out of doors with exposure to potentially adverse weather conditions including heat, cold and rain. Physical demands include: Frequent Lifting/Carrying and Pushing/Pulling up to 50 pounds, and frequent climbing, balancing, bending, stooping, kneeling, crouching, crawling, reaching, handling, fine manipulation, grasping, overhead lifting, work on ladders and feeling; Occasional Lifting/Carrying and Pushing/Pulling 51 to 100+ pounds and occasional keyboarding.

Positions Supervised

None