

Pine Valley Healthcare & Rehabilitation Center
Position Description

Name:	Description:	Maintenance/Housekeeping/Laundry
Position Title:	Pay Grade: 21	FLSA: Exempt
Date:	Reports to:	Administrator

Purpose of Position

The purpose of this position is to plan, supervise and perform building and grounds maintenance and housekeeping/laundry tasks at Pine Valley Healthcare.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and monitors work for maintenance and housekeeping/laundry personnel including prioritizing tasks, assigning/scheduling work, training staff, evaluating work and recommending hiring and discipline and discharge of employee.
- Supervises and performs proper maintenance and cleaning of flooring, maintenance of windows, doors, walls, furniture and resident care equipment. Supervises and performs painting, snow & ice removal, lawn mowing.
- Develops and implements preventive maintenance program.
- Operates and maintains hot water boilers for heat and HVAC system including exhaust and air handling units. Supervises and performs all repairs in-house electrical and plumbing issues.
- Maintains and repairs industrial and commercial grade kitchen and laundry equipment.
- Operates, maintains and arranges major repairs of water distribution system and waste water lift station, monitors water quality and submit information to DNR (must be a licensed water operator). Continuing education credits needed yearly to maintain license.
- Develop department's policies and procedures.
- Monitors supply and repair parts inventory. Orders inventory for products needed in Housekeeping/Laundry. Purchase supplies and repair parts. Prepares and monitors department budget.
- Attends department head and other staff meetings.
- Supervises the maintenance of facility vehicles.
- Manages fire safety, safety, disaster planning for facility.
- Performs other maintenance and repair duties as needed.
- Plans, implements and evaluates a Department Quality Assurance Program.
- Maintains and updates SDS book.
- Collaborates with Infection Preventionist to ensure cleaning and disinfecting meets standards of practice and regulatory requirements.
- Assists with maintaining the building to be code complaint by complying with Life Safety Codes, State Inspection, and writing plans of correction.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree with heating and air conditioning, electrical wastewater treatment experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possess a water system operator's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well – established policies, procedures and standards.
- Ability to utilize descriptive data and information, such as regulations, blueprints, correspondence and general operating manuals.
- Ability to communicate with Administrator, Board of Trustees, vendor and service representatives, subordinates, DNR staff and engineers, state inspectors, Pine Valley Healthcare staff, residents and visitors.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing, data entry and assembling.
- Ability to operate equipment and machinery requiring adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to exert mildly heavy physical effort in moderate to heavy work, including lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to stoop, kneel, crouch and crawl. Ability to climb and balance.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of color, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor Signature

Date

Date