



Cross Road Health Ministries, Inc.

Job Description

Job Title: Facility Maintenance Director

Department: Maintenance

Supervisor: CEO

FLSA Status: Full time Exempt

Approval: By: DRD Date: 3/26/2018

Work Hours: Regular office hours; on-call nights, holidays and weekends as needed.

Position Summary: Responsible for the continued and orderly function of all CRHM facilities, vehicles and equipment, including Interior Alaska Medical Center (IAMC) and North Country Clinic facilities as needed. This position includes planning, budgeting, coordinating, oversight, keeping of records, serviceability and testing of equipment, preventive maintenance, supply inventories, and maintenance staff supervision.

Essential Duties and Responsibilities:

- Supervise, provide leadership, direction and support for all maintenance staff including volunteers and work teams.
- Develop and oversee maintenance staff including with an on-call monthly schedule.
- Must be able to respond to urgent maintenance needs as necessary including after normal operating hours and weekends, sharing after hour/weekend calls with all maintenance staff.
- Evaluate, train and develop all maintenance staff, provide leadership, guidance, corrective action and counsel as needed.
- Assist Housing, Custodial and Information Technology staff as needed.
- Coordinate housing in conjunction with the Housing Coordinator.
- Assist/direct work teams when on site and coordinate work team projects in conjunction with the Outreach Director.
- Become familiar with the Alaska Occupational Safety and Health (AKOSH); Federal OSHA standards, rules and requirements; the National Electric Code (NEC); National Fire Prevention Association Code (NFPA), Emergency Response Guidebook on Hazardous Materials and other national codes that are pertinent to CRHM. Know where to get information as needed to help make CRHM safe and able to comply with these standards. As necessary, work with the corporate Compliance Officer.
- Actively promote CRHM compliance with the above Alaskan and federally accepted codes.
- In conjunction with the Clinic Manager, maintain all Safety Data Sheets (SDS) and help all sites comply with SDS requirements.
- Plan & prepare an annual budget and Capitol Budget requests for Board approval.
- Plan & prepare an annual & active project list, updating it as needed.
- Produce an active preventive maintenance plan for heating, cooling, sewer and water systems, vehicles and equipment that needs periodic maintenance.

- Update the Vehicle Policy and other Maintenance related policies and procedures as requested.
- Oversee and maintain key control, key chart and all pertinent records, changing of locksets and doors/function.
- Oversee and assist in maintaining all CRHM sites buildings, grounds and equipment including heating and cooling systems, sewer and water lines, roads and parking lots etc.... Maintain necessary records.
- Oversee the repair and maintenance of all CRHM vehicles and records. Repair when able, especially oil/fluid and tire changes.
- Fire Safety Officer which includes oversight and assist in maintenance of all fire and life safety equipment including extinguishers, alarms and sprinkler systems including fire drills and record keeping as required by Alaska State Code.
- Promote CRHM wide workplace safety; ensure facility wide workplace safety is practiced. Act as the CRHM Safety Officer.
- Attend the CRHM CQI (Continuous Quality Improvement) Committee and Infection Control Committee meetings.
- Assist CRMC and IAMC Emergency Planning staff coordinator and committee as necessary.
- Represent CRHM at the Copper River Local Emergency Planning Committee (LEPC)
- Assist in snow removal of complete facility, including shoveling as needed.
- Attend in-service opportunities as appropriate.
- Comply with all applicable policies of CRHM.
- Understand and actively promote CRHM's Mission & Values Statements.

Skills:

- Supervisory experience strongly preferred.
- Flexible, teachable, able to train staff, and a team player.
- Able to work independently and in coordination with others
- Effective communication skills, listening, oral and written
- Ability to maintain records in an orderly manner
- Ability to assist in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, roofing, vehicle servicing, structural maintenance, flooring, and etc...
- Physically able to lift and occasionally move heavy objects over 50 lbs
- Physically able to work with a variety of chemicals with required personal protection equipment (PPE)
- Knowledge and ability and safety in handling hand and power tools
- Maintains high standard of personal and interpersonal functioning in job performance.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Ability to supervise others and communicate performance expectations and issues clearly and with respect. Knowledgeable in the procedures and safety measures associated with building and machine maintenance. Must possess a valid Alaska driver license with a clean driving record. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:

High School Graduate or equivalent required.

Experience: Experience and ability in facilities management and maintenance as well as experience in institutional or commercial housekeeping preferred.

Training: CPR certification preferred or obtained within 6 months of hire.

Other Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Should have effective oral, written and telephonic communication skills. Good time-management skills are required. Wide degree of creativity and latitude is expected. Ability to plan a project and carry it out to completion. Ability to handle power and hand tools and knowledge in small repairs, heating and cooling systems, carpentry, electrical work and plumbing. Should be neat and clean in appearance.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by a maintenance employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, climb stairs, drive a vehicle and plow truck, use power and hand tools, and climb or balance. This work may include working outdoors in very cold and inclement weather. The employee is required to sit and talk or hear communicate clearly both orally and in written form. Lifting items weighing less than 50 pounds is often required. Occasionally, there is there a need to lift more than 50 pounds. Working around chemicals is a frequent requirement of this job. May occasionally require safe practices in the handling and exposure to blood, body fluids, infectious diseases or tissues.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects Cross Road Health Ministries best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. ***This is not intended to be a contract.***

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

HRD Signature: _____

Date: _____