



Job Description: Grounds & Building Maintenance

Reports To: Director of Maintenance

Position Summary:

Building Maintenance works directly with the Director of Maintenance in the preventive maintenance program and repair of the facility. Maintenance ensures that grounds are kept well-groomed, fire drills occur every month, and state regulations; and inspections are scheduled and observed. This position manages the Maintenance Dept. budget, purchases, and assists in planning the annual budget.

Essential Duties & Responsibilities

- Comply with policies and procedures of Willamette Manor
- Perform preventive maintenance in a scheduled and documented manner
- Fix and repair items as needed or arrange for repair work
- Check repair request log daily
- Communicate with residents, families, staff, vendors, and state agencies – representing Willamette Manor to the Lebanon community
- Perform fire alarm training monthly on rotating shifts
- Maintain cleanliness of carpet throughout the facility
- Assist housekeeping in scheduled cleaning of apartments
- Paint interior surfaces as needed to maintain surfaces
- Paint exterior surfaces as needed to maintain safety or preventative damages, aesthetic appeal
- Spray wash exterior of building annually in the Spring
- Annual maintenance of wooden deck, to be cleaning and reoiling
- Gazebo seating area to be painted annually and cleared monthly of plant life, pests
- Daily leaf blowing of all exits and entryways of the building
- Trash removal of all outside containers
- Ensure compliance with State Regulations
- Follow Fire Life and Safety Rules
- Coordinate with Admissions of New Residents to place Call Light System, Cable/TV set up, picture hanging, repairs, modifications for safety, and adaptive equipment needed by tenants
- Follow Oregon Housing Inspection Guidelines
- Maintain proper care of chemicals in Maintenance Dept.
- Encourage recycling by collecting cardboard, paper, etc.
- Communicate with hazardous waste and regular garbage disposal companies

Policies & Procedures

- Observe infection control procedures
- Always follow the Residents' Rights policy
- Observe all facility safety policies and procedures
- Assume accountability for data contained in the employee's handbook
- Obtain MSDS for each chemical used by the maintenance dept. to be inserted in each MSDS book in the facility
- Follow Oregon Administrative Rules for Assisted Living Settings
- Follow Fire Life and Safety Manual and implement/educate at monthly staff meetings

Resident Services

- Identify special resident problems and take care of them and/or report them to the Director of Resident Services
- Assist with basic repair on resident walkers and wheelchairs (tightening, cleaning equipment), notify Resident Care Manager if it is beyond basic repair, and coordinate outside repair
- Coordinate with Admissions of New Residents to place Call Light System, Cable/TV set up, picture hanging, repairs, modifications for safety, and adaptive equipment needed by tenants

Documentation

- Document incidents and/or unusual problems according to established facility procedures
- Documentation of daily, weekly, and monthly inspections
- Documentation of fire drills
- Utilize shopping request form, mileage form, scheduled inspection form, and maintenance repair form.

Other Duties

- Come to work as scheduled and consistently demonstrate dependability and punctuality
- Fill out the timecard completely and timely
- Accept assigned duties in a cooperative manner
- Function with inside and outside environmental conditions
- Perform other related duties as directed by the Administrator

Education & Qualifications

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- Supportive of Willamette Manor Mission Statement and Philosophy
- High School diploma or Equivalent Preferred
- Experience in Maintenance
- Oregon driver's license
- Ability to make decisions independently
- Self-motivated
- Communicate effectively over the telephone
- Communicate effectively verbally and in writing in English
- Work with and communicate with the elderly
- Always maintain the confidentiality of information
- Reliable
- Organized
- Honest
- Dependable
- Good communication skills
- Assume accountability for data contained in the Employee's Handbook
- Feel, hear, see, smell, balance, climb, squat, grasp, kneel, lift, pull, push, reach, stand, walk, stoop, reach and speak to adequately perform the functions of the job

Acknowledgment

I have read the Director of Grounds & Building Maintenance job description and fully understand the requirements of the position. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Date

Employee Signature