SEDGWICK COUNTY HEALTH CENTER

JOB DESCRIPTION

SECTION: Sedgwick County Health Center

POSITION/TITLE: Maintenance Assistant

RESPONSIBLE TO: Plant Manager, Director of Support Services

JOB SUMMARY: To maintain Sedgwick County Health Center and grounds in such a manner as to provide a safe and hazard free work place in accordance with the facility’s safety, infection control, and quality assurance programs, and also in accordance with local, state and federal laws regarding facility operations.

Sign on bonus of $1000. $500 upon hire and $500 after 90 days.

Starting hourly wage: $15-$17 per hour depending upon experience. Shift differentials of $1.50 for evenings and $2.00 an hour for nights. This position also qualifies for call-back pay at time and one half per hour.

CORE JOB RESPONSIBILITIES AND DUTIES:

• Paint and perform minor carpentry work.

• Maintains grounds and flower beds.

• Maintains security of the facility.

• Maintain interior and exterior lighting.

• Performs routine maintenance and repair work.• Maintains the following systems in proper working condition: heating systems, air

conditioning, plumbing system, water supply system, fire alarm system, ventilation system, fire sprinkler system, lawn sprinklers.

• Maintain appropriate documentation and records of inspections and repairs on various types

of equipment and systems within the facility.

• Take “On Call” for emergency on a rotating basis with other maintenance personnel.

ADDITIONAL JOB RESPONSIBILITIES AND DUTIES:

® Follow established safety rules and procedures.

• Attend educational classes, in-services, meetings as required.

• Maintain equipment in good working condition.

• Maintain and service the vehicles on a regular basis.

• Participates in required committees.

• Participate in fire, disaster and tornado drills.

KNOWLEDGE/SKILLS NEEDED:

® Knowledge and experience in groundskeeping, maintenance and construction related areas.

• Must be able to function independently.

CONTACT WITH OTHERS:

• Must be able to maintain open communications with all co-workers, other health center

personnel, patients, families, community resources and others.