

Lutheran Services Carolinas

Job Description

Job Title: Maintenance Director

Supervisor (title): Administrator

Department: Maintenance

Approved by:



Date: 2/11/2014

Position Purpose/Summary: The Maintenance Director is responsible for maintaining all physical and mechanical properties of the facility in acceptable working conditions that meet State and Federal regulations.

Essential Functions: The Maintenance Director, in accordance with applicable Federal/State laws and regulations, organization and facility philosophies, policies, and objectives, effectively:

1. Organizes, implements, monitors, and supervises the day-to-day maintenance operations of the physical plant.
2. Responsibility for all maintenance shifts and day-to-day security functions, 7 days a week, 24 hours a day, and is subject to unpredictable working hours and callback as required to meet the daily needs of the operation/physical plant.
3. Ensures high levels of quality assurance, personnel development, customer service and financial performance.
4. Hires, schedules, trains, and evaluates maintenance and security staff, if applicable.
5. Controls overall financial/budgetary management of the department through evaluation of equipment, products, services and labor. Continually analyzes department operations. Prepares departmental budgets. Reviews operations to identify opportunities for cost reductions and optimal resource utilization.
6. Prepares bills for labor or repair of residents' personal property and payables for accountant where applicable.
7. Monitors upkeep of facility and equipment; maintains sufficient inventory of needed supplies.
8. Assists with special projects requested by staff.
9. Coordinates snow/ice removal and assist with transporting staff to and from work as needed.
10. Designs, implements, and evaluates a preventive maintenance program for building(s), safety programs, and equipment
11. Implements maintenance policies and procedures. Interpret diagrams, blueprints, schematics and manuals to affect needed repairs.
12. Maintains electrical systems, phone systems, emergency alarm and/or personal pendant system, utilities (inside and outside), heating/air conditioning systems, carpentry, painting, bidding jobs, fleet maintenance and safety standards for employees according to all applicable federal, state and local laws and regulations.
13. Maintains departmental manual and required facility documentation, including those relating to fire safety. Establishes and maintains an effective system of records and reports. Keeps all records for the State and Federal agencies.

14. Completes special projects as requested by the Administrator/Executive Director. Provide input to the Administrator/Executive Director on new or revised policies and procedure
15. Analyzes need for physical facilities, supplies and equipment, and institute a system for evaluation and control. Recommend outside services, as required
16. Coordinates departmental services so that its duties are discharged in the facilities disaster plan. Understands and utilizes emergency equipment. Conducts fire and disaster drills as required and keep records of drills.
17. Conducts periodic safety and quality control checks.
18. Oversight for all corrective actions on deficiencies cited by inspection service teams from federal, state and local governments.
19. Collaborates with the administrative staff and other departmental personnel in planning services for the residents. Inspects and works job orders requested by residents.
20. Maintains appropriate liaison with service contractors and regulatory agencies.
21. Oversees procedures for proper storage/handling of hazardous materials.

Supervisory Responsibilities, if any: Responsible for supervising security and maintenance staff as applicable.

Qualifications (Minimum Job Requirements):

Education: High School Diploma

Experience: A minimum of two years experience in a maintenance position.

Specific skills/abilities: Skilled in knowledge of HVAC, electrical, plumbing, carpentry, roofing and painting.

Preferences (Optional):

1. One year or more technical school training. Must have technical knowledge and mechanical ability to maintain, repair or rebuild mechanical and electrical equipment generally used in an assisted living and/or health care facility.
2. Experience in health care environment.
3. Experience with security programming for residents and employees.
4. Experience with fleet management.
5. Knowledgeable and able to work with Word, Excel, Publisher and other programs adopted by LSC.

Physical Requirements: Must be able to lift and move objects up to 50 pounds consistently; with heavier weight necessary at times.

Working Conditions:

1. Working hours sometimes unpredictable.
2. Exposure to chemicals and toxic substances.
3. Exposure to garbage and waste materials.

Equipment Operation: Persons who hold this position should have the knowledge and technical skills to operate the following equipment:

1. Copy and fax equipment, Telephone, Computer
2. Sprinkler and fire alarm equipment
3. Automobile, van, bus with wheelchair lift gate.
4. Tractors, lawnmowers, mulchers, trimmers, clippers, and other powered lawn equipment, if applicable.
5. Hand tools, electrically powered tools, gauges, sensing devices, and thermal reading devices.
6. Telephones, audio-visual equipment, security cameras, emergency alarm systems and alarm devices.
7. Hydraulic lifts and related equipment.
8. Electrical and combustion motors.
9. HVAC units, equipment, controls, and related service tools.
10. Generators, boilers, freezers, refrigerators and other major equipment.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.