



Position Description

Position Title: Cleaning & Maintenance Technician
Department: Facilities
Reports To: Facilities & Project Manager
Status: Non-Exempt

Summary

The individual will provide a wide variety of skilled and semi-skilled tasks including but not limited to building maintenance, repair tasks, general cleaning, and other duties as assigned by Facilities and Projects Manager at various sites.

Duties & Responsibilities

- Keeps buildings and property in clean and orderly condition.
- Performs heavy cleaning duties.
- Preventive maintenance procedures and tests on mechanical equipment (i.e., elevator, generators, smoke detectors, and fire extinguishers).
- Move furniture, equipment, boxed and various other items as needed.
- Sweeps, mops, scrubs, or vacuums floors.
- Clean carpets and rugs.
- Gathers and empties trash and recyclables.
- Dust and clean furniture, walls, and equipment.
- Scrub, sanitize and supply restroom facilities as needed.
- Cleans windows, mirrors, and partitions.
- Follows procedures for use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Manage inventory of cleaning supplies.
- Repair and maintenance of buildings and equipment.
- Patching and painting walls as needed.
- Carpentry work.
- Grounds work.
- Snow shoveling.
- Communicate with supervisor regarding the progress and completion of assigned projects.
- Promote the mission, vision, and values of the organization in all interactions.
- Report to work as scheduled.
- Other duties as assigned.

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and to establish and maintain effective working relationships with patients, employees and public. The position

includes having to meet deadlines, deal effectively with time pressures and stress. Intermediate math skills and legible handwriting is a must. Quality, accuracy, thoroughness, timeliness, and reliability of work performed are essential. The individual must have a valid driver's license, be insurable and provide own transportation. Travel to various locations is required.

Education and/or Experience

The candidate must have a high school diploma or equivalent. Previous experience preferred but not required.

Communication Skills

The individual must possess very strong oral and written communication skills and have the ability to read and understand documents.

Physical Demands

The physical demands described here are representative of those that must be met by an 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.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 50 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Specific vision abilities required by this job include close vision, color vision and ability to adjust to focus

Work Environment

The work is generally done in a clinic setting. Travel is required. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date