



BUILDING SERVICES SPECIALIST/MAINTENANCE POSITION DESCRIPTION

“To glorify God by providing a continuum of care and services that demonstrates the love and compassion of Jesus Christ.”

Position Summary: Performs preventative maintenance, repairs and facility improvements as assigned at all campuses.

Essential Responsibilities:

1. Assist with the administration of preventative maintenance.
2. Perform repairs to building, plumbing, heating/cooling, electrical and various other types of projects or equipment.
3. Respond to emergency situations.
4. Assist in regular inspections of fire alarm and extinguishing systems/equipment.
5. Be available for on-call hours.
6. Maintain flexibility with ability to work outside of normal schedule, including weekends and holidays.
7. Arrives for work on time and in proper attire while following proper hygiene principles.
8. Ability to manage time productively and work independently.
9. Follows proper safety protocols when working with tools and/or equipment.
10. Assist with regular inspections, drills, and testing of the fire alarm, extinguishing systems/equipment, emergency notification systems, generators, and building equipment.
11. Work collaboratively with all staff to achieve optimum results in maintaining the facility, while promoting teamwork.
12. Maintain a professional and courteous approach with the residents, visitors and staff.
13. Understand and support Resthaven policies and procedures.
14. Assumes all other position related responsibilities as assigned.

Knowledge, Skills & Abilities:

1. Ability to read and follow written and verbal instructions, directions and work orders.
2. Effective written and verbal communication skills.
3. Computer literate and familiarity with Word, Excel, Email, etc.
4. Communicates effectively and tactfully, while recognizing age, cultural orientation, needs, abilities and physical condition.
5. Ability to display a sense of caring, concern, compassion and dignity for residents.
6. Ability to establish and maintain effective and professional working relationships with residents, families, visitors, and employees.
7. Well organized and attentive to detail.

Education, Training, Experience:

1. High school diploma or successful completion of a GED.

2. Prefer education to be supplemented with technical and/or vocational training in building trades/maintenance.
3. Possess a minimum three years of building trades and/or general maintenance experience, preferably working in senior living, healthcare or hotel industry.
4. Knowledge or repair techniques, as well as general maintenance, including exposure to HVAC, plumbing, electrical, carpentry, etc.
5. Exposure to working with the senior adult population desired.
6. Attends all required in-service training and departmental meetings.

Required Licenses, Registration, and/or Certifications:

1. Must possess a valid driver's license.

Nonessential Responsibilities:

1. Ensure resident/customer satisfaction.
2. Transports residents in company vehicle to appointments, etc. when requested.
3. Flexible schedule in order to meet the demands of the position, i.e.; responds to off-schedule emergency situations which may require occasional evenings and weekend commitments.
4. Practice the highest standards of ethics, honesty and accuracy.
5. Maintain confidentiality in all aspects of the Resthaven Care Center and its residents, clients and employees.
6. Assumes all other position related responsibilities as assigned.

Physical Demands & Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requests for reasonable accommodations may be made through Human Resources to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- The employee is required to stand, walk, and work in confined areas for extended periods of time. handle or feel objects, tools or controls; reach with hands and arms; climb stairs; climb and work off of ladders; balance; carry, pull, push, twist, turn, bend, stoop, kneel, or crouch; smell; talk and hear.
- The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

- While performing the duties of this job employee maybe exposed to cold and hot temperatures. Could work in wet, dark, and damp environments. The noise level in the work environment is usually moderate.

Sign-off: I have received, read and understand the above job description. I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodations. I agree to perform the functions of this position in a safe manner and in accordance with the established policies and procedures of Resthaven.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Signature: _____ Date: _____