



# **Goodland Regional Medical Center**

## **Job Description**

**Job Title:** Maintenance Technician  
**Classification:** Non-Exempt/Hourly  
**Reports To:** Facilities Manager  
**Position Type:** Full-Time  
**Hours Worked/Shift:** Monday – Friday, rotating call  
**Date Last Reviewed:** July 15, 2022

**Summary:** Assists in the performance of duties necessary to keep the physical structure and associated equipment of the facility in good repair. Maintenance and/or repairs to the structural, plumbing, electrical, grounds and HVAC components of the facility are the primary duties.

### **Essential Functions:**

1. Maintenance of building equipment, heating and air conditioning equipment, and electrical equipment, based on preventive maintenance.
2. Maintenance of food service equipment such as dishwashers, quick chill food systems, freezers, garbage disposals, tray conveyors, commercial cooking, appliances, and others.
3. Maintenance of equipment used for direct patient care such as blood pressure gauges, wheelchairs, small vacuum pumps, and beds.
4. Repair and troubleshooting of components for heating, ventilating and air conditioning equipment and refrigeration equipment.
5. Ability to read and interpret construction documents and as-built drawings
6. Repair and troubleshooting of various types of electrical components including replacement of switches, receptacles, and cords, small gauges, small compressors and vacuum pumps, heaters, beds, wheelchairs, stretchers, patient lifts, surgical tables.
7. Understanding of simple locks and door hardware.
8. Understanding of fire alarm equipment.
9. Investigation of environmental problems involving patient and staff safety.
10. Investigates reports of fire, electrical hazards including shorts, overheating, malfunction.
11. Investigates malfunctioning equipment related directly or indirectly to patients.
12. Logs completed preventive maintenance tasks on task form.
13. Completes maintenance of the grounds including mowing, trim weeds, trash removal and trimming of bushes.
14. Completes snow removal tasks such as shoveling sidewalks, steps and doorways as needed during the winter months.
15. Ensures familiarization with the hospital and departmental safety plan and executes all job responsibilities in a safe and efficient manner.
16. Perform other assigned duties as necessary, including work after hours work - as required to maintain patient care.

**Competencies:**

1. Timely and effective completion of assigned service requests.
2. Ability to read and interpret blueprints, schematics and diagrams.
3. Familiarity of the operation of maintenance related tools and equipment.
4. Demonstration of independent problem-solving abilities.
5. Adherence to appropriate safety procedures.

**Position Qualifications:**

Minimum Education: High School graduate or equivalent.

Minimum Experience: One year of prior maintenance experience preferred. An understanding of CMS, local fire marshal, OSHA, EPA and other appropriate agencies regulations, standards and requirements desirable.

**Certifications/Licensures:** Valid Driver’s License

**Working Environment:** The usual and customary methods of performing the job’s functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under minimal temperature variations and some hazardous conditions.

**Physical Demands: \*\***

<b>Stand:</b>	Frequently	<b>Lift/Carry:</b>		<b>Push/Pull:</b>	
<b>Walk:</b>	Frequently	0-10 pounds:	Frequently	10-25 pounds:	Frequently
<b>Sit:</b>	Occasionally	10-20 pounds:	Frequently	25-50 pounds:	Frequently
<b>Squat/Kneel:</b>	Frequently	20-50 pounds:	Frequently	50-100 pounds:	Occasionally
<b>Bend:</b>	Frequently	50-100 pounds:	Occasionally	100+ pounds:	Occasionally
		100+ pounds:	Occasionally		

*\*\*Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine\*\**

**Professional Requirements:** Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

**Acknowledgement:**

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

**I have received, read, and understand this job description for my position at GRMC.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_