



JOB DESCRIPTION: JANITORIAL/MAINTENANCE TECHNICIAN

JOB TITLE: Janitorial/Maintenance Technician
REPORTS TO: Facilities Manager
DEPARTMENT: Facilities
LOCATION: Rolling Hills Clinic (RHC)
740 Solano Street, Corning, CA 96021
2540 Sister Mary Columba Drive, Red Bluff, CA 96080
STATUS: Full-time, 100% FTE, Non-Exempt

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Janitorial/Maintenance Technician is primarily responsible for maintaining all clinic sites, lobby, lounges, restrooms, exam rooms, operatory rooms, furniture, walls, ceilings, woodwork, windows, mirrors, door panels, sills, HVAC grates, overhead lights, and corridors. Clean building floors by sweeping, mopping, scrubbing, steam-clean, shampoo, or vacuuming them. Clean restrooms and offices, periodic cleaning of windows and follow up, working as a liaison with the maintenance department for minor equipment repair and maintenance (carts, wheels, light bulb replacements, etc.), and overseeing shutdown building clean ups.

ESSENTIAL JOB FUNCTIONS

JANITORIAL

1. Perform all cleaning procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures and use cleaning chemicals accordance to manufacture specifications.
2. Clean upholstered furniture and fixtures, gather and empty trash on the exterior of building and parking and service, clean, and stock all rooms with proper supplies.
3. Remove all trash from Clinic facilities on a daily basis and transports trash and waste to disposal area.
4. Works in a manner, which will cause the least amount of disturbance to the guests, observing guest privacy and requests.
5. Record and reports any maintenance problems found.

MAINTENANCE

6. Courteous, respectful and friendly attitude towards guests, co-workers and supervisor.
7. Assistance in maintaining a clean and orderly work area, storage rooms
8. Assist in ensuring quality of facility meets all set standards.
9. Assists in repairing and maintaining physical structure of establishment.
10. Assists in replacing damaged ceiling tile, floor tile, and wall coverings.
11. Assists in installing items that deal with all functions of the clinics operations.
12. Assists in patching and painting walls.
13. Assist in changing HVAC filters and cleaning units.
14. Assist in keeping all clinic equipment in working order.
15. Assure gutters and drains are clear.

16. Assist in lifting, storing, and hanging heavy objects and materials including doors, cabinets, sheet rock, and ceiling tiles.
17. Change light bulbs and tubes.
18. Delivers and picks up parts, equipment and supplies from storage as directed.
19. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
20. Notify manager concerning the need for major repairs or additions to building operating systems.
21. Requisition supplies and equipment needed for cleaning and maintenance duties.
22. Spray insecticides and fumigants to prevent insect and rodent infestation.

LANDSCAPING

23. Able to operate landscape maintenance and construction hand tools and light equipment with the skill to satisfactorily perform the duties assigned.
24. Landscape by planting flowers, grass, shrubs, and bushes. Sweep walkway of debris. Trim shrubs and pull weeds. Mow, rake, mulch, and prune the grounds as needed.
25. Able to work in and around various landscaping settings including direct contact with various plant and landscaping materials and exposure to various dust, noise, and weather conditions.
26. Sprinkler management by identifying plants watering needs.

SAFETY

1. Ability to adhere to all company policies and procedures including safety, security, and emergency procedures.
2. Monitor building security and safety by performing such tasks as locking doors after operating hours.
3. Ability to report safety hazards to employees, co-workers and guests and report it immediately to your supervisor.
4. Maintain a high level of professionalism in the performance of duties.
5. Maintain security and privacy of our customers and clinic employees. Notify supervisor of property trespassers.
6. Safely use of all materials, chemicals, tools and equipment used in the performance of job to avoid waste, unnecessary damage or accidents.
7. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
8. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
9. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
10. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
11. Other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS

1. Must have a high school diploma.
2. One (1) year progressively more responsible janitorial experience or equivalent combination of education and experience in clinic environment.
3. Communication skills sufficient to direct the work of others and interact successfully within a large staff.
4. Ability to provide feedback, present problems in a professional manner and accept constructive criticism both on an individual basis and within a group.
5. Must have ability to maintain harmonious and courteous relations with all employees and patients.

NOTE TO APPLICANTS: PLEASE be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

CORE COMPETENCIES

1. Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.
2. Technical Skills – Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
3. Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to request for service and assistance; meets commitments.
4. Interpersonal Skills – Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.
5. Oral Communication – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentations skills; participate in meetings.
6. Written Communication – Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; ability to read and interpret written information.
7. Teamwork – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone's efforts to succeed

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office software (Word, Excel, Outlook) and EHR systems.

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. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms and lift and/or move up to 25 pounds. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 50 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment

such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.