



## JOB DESCRIPTION: MAINTENANCE TECHNICIAN

**JOB TITLE:** Maintenance Technician  
**REPORTS TO:** Facilities Manager  
**DEPARTMENT:** Facilities  
**LOCATION:** Rolling Hills Clinics  
740 Solano Street, Corning, CA 96021  
2540 Sister Mary Columba Drive, Red Bluff, CA 96080  
**STATUS:** Full-Time, Non-Exempt, 40 hours per week at 100% FTE

*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 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

#### MAINTENANCE

1. Courteous, respectful and friendly attitude towards guests, co-workers and supervisor.
2. Assistance in maintaining a clean and orderly ensuring quality of facility meets all set standards.
3. Assists in repairing and maintaining physical structure of establishment.
4. Assists in replacing damaged ceiling tile, floor tile, and wall coverings.
5. Assists in installing and maintaining items that deal with all functions of the clinics operations.
6. Assists in patching and painting walls.
7. Assist in changing HVAC filters and cleaning units.
8. Assure gutters and drains are clear.
9. Assist in lifting, storing, and hanging heavy objects and materials including doors, cabinets, sheet rock, and ceiling tiles.
10. Delivers and picks up parts, equipment and supplies from storage as directed.
11. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
12. Notify manager concerning the need for all repairs or additions to building operating systems.
13. Requisition supplies and equipment needed for cleaning and maintenance duties.
14. Spray insecticides and fumigants to prevent insect and rodent infestation.

#### 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. Remove all trash from Clinic facilities on a daily basis and transports trash and waste to disposal area.

3. Works in a manner, which will cause the least amount of disturbance to the guests, observing guest privacy and requests.

#### **LANDSCAPING**

4. 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.

#### **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. A valid driver's license.
3. A valid clean driving record and must provide proof upon hire.
4. One (1) year maintenance experience or equivalent combination of education and experience in maintenance field, i.e. carpentry, HVAC, electrical, plumbing, drywall, or painting.
5. Good communication and verbal skills.
6. Ability to provide feedback, present problems in a professional manner and accept constructive criticism both on an individual basis and within a group.
7. 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.

#### **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 15-25 pounds. The employee is occasionally required to stoop. The employee must frequently lift and/or move up to 25-50 pounds. Position may require exertion up to 100 pounds of force occasionally. 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 working around the facilities and outdoors. The noise level in the work environment is usually low to moderate and at times you may be asked to check small and tight spaces to change out air filters. Will work with blood-borne pathogens and will require OSHA training. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee are occasionally exposed to wet, warm, hot, and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and extreme cold and hot. 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.*