Job Title: Custodial/Maintenance Technician
Department: Maintenance
Supervisor: Facility Maintenance Director
FLSA Status: Full time Non-Exempt
Approval: By: TDH Date: 12/11/2018
Work Hours: Regular office hours, 30 hours per week; on-call nights, holidays, and weekends as needed. Some travel may be required.

Position Summary: Responsible for the continued and orderly function and daily cleaning of the Interior Alaska Medical Center (IAMC) Clinic, Hope Health Center, vehicles, equipment, and grounds. This position includes the keeping of records, serviceability and testing of equipment and keeping supply inventories stocked. Basic maintenance of clinics (lights, water and air filter changing, basic fixture maintenance etc.)

Essential Duties and Responsibilities:
• Maintain all buildings, grounds and equipment.
• Maintain CRHM heating and cooling systems, water and sewer lines, vehicles and equipment including preventive maintenance and record keeping.
• Maintain all Clinic fire safety equipment including extinguishers, alarms, and sprinkler systems.
• Must be able to respond to urgent maintenance matters after normal business hours and on weekends if necessary.
• Responsible for taking, shipping, and maintaining result records of water samples.
• Assist clinic staff as needed.
• Repair and/or report any conditions in the facility that may require repair.
• Proper PPE (Personal Protective Equipment) is required to ensure safety and prevent cross contamination.
• Snow removal of complete facility, including shoveling as needed.
• Clean clinic daily according to scheduled task list.
• Maintain and operate all cleaning equipment in a safe, clean, and operable condition.
• Assist/give direction to work teams and volunteers when on site.
• Be familiar with the Alaska Occupational Safety and Health Administration (AOSHA); Federal OSHA standards, rules and requirements; the National Electric Code (NEC); National Fire Prevention Association Code (NFPA), Emergency Response Guidebook on Hazardous Materials and other national codes that are pertinent to CRHM. Know where
to get information as needed to help make CRHM safe and able to comply with these standards.

- Actively promote CRHM compliance with the above Alaskan and federally accepted codes.
- Promote CRHM wide workplace safety; help ensure facility wide workplace safety is practiced.
- Assist Front Office Staff with delivering and picking up mail at the post office, if needed.
- Assist Laboratory with airport runs as necessary.
- Attend in-service opportunities as appropriate.
- Comply with all applicable policies of CRHM.
- Understand and actively promote CRHM’s Mission & Values Statements.
- Perform other duties as assigned.

Skills:
- Able to work independently and with other staff
- Possesses good basic communication skills
- Flexible, teachable, able to train staff, and a team player.
- Maintains high standard of personal and interpersonal functioning in job performance.

Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Knowledgeable in the procedures and safety measures associated with building and machine maintenance as well as proper and thorough cleaning practices. Must possess a valid Alaska driver license with a clean driving record. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:
  High School graduate or equivalent required.
  Experience: Experience and ability in general maintenance and custodial work required.

Other Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Should have effective oral, written, and telephonic communication skills. Good time-management skills are required. Wide degree of creativity and latitude is expected. Ability to plan a project and carry it out to completion. Ability to handle power and hand tools and knowledge in small repairs, heating and cooling systems, carpentry, electrical work, and plumbing. Should be neat and clean in appearance.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by a custodial/maintenance 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, climb stairs, drive a vehicle and plow truck, use power and hand tools, and climb or balance. This work may include working outdoors in very cold and inclement weather. The employee is occasionally required to sit and talk or hear, communicate clearly both orally and in
written form. Lifting items weighing less than 50 pounds is often required. Occasionally, there is a need to lift more than 50 pounds. Working around chemicals is a frequent requirement of this job. May occasionally require safe practices in the handling and exposure to blood, body fluids, infectious diseases or tissues.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects Cross Road Health Ministries best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

Employee Signature: ______________________________________
Employee Printed Name: _______________________________ Date: ______________
HR Signature: ______________________________________ Date: ______________