

Station Exchange Maintenance Director

Purpose of Job Position

The primary purpose of your job position is to provide the residents with maintenance services in accordance with our established procedures and as may be directed by the Executive Director.

Delegation of Authority

As the Maintenance Director, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties under the direction of the Executive Director.

Job Functions

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

MAJOR DUTIES & RESPONSIBILITIES

Administrative Functions

- Receives and examines maintenance and housekeeping supplies to ensure quality and quantity meet established standards and specifications.
- Inventories stock to ensure adequate supplies and reports any needed items to the Executive Director.

Admission, Transfer, and Discharge Functions

- Participate in welcoming new residents.
- Makes sure that the suite has been painted and the carpet is clean and necessary repairs are done upon the arrival of a new resident.
- Cleans carpet and paints the suite upon resident discharge and handles necessary repairs while staying within budget.

Personnel Functions

- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Perform all assigned tasks in accordance with our established policies and procedures
- Cooperate with activities, culinary, and housekeeping staff to assure that services are adequately maintained to meet the needs of the residents.
- Create and maintain an atmosphere of warmth, personal interest, and positive emphasis, as well as a calm environment throughout the workplace.
- Meet with supervisor on a regularly scheduled basis to assist in identifying and correcting problem areas, and/or the improvement of services.

Maintenance Functions

- Works closely with the Executive Director and the Building and Facilities Director to help evaluate and find solutions to maintenance needs.
- Care for the routine maintenance needs of the community and its residents as if they were your own home and family.
- Repairs and completes maintenance of vacated rooms in a timely manner including painting and cleaning carpets.
- Execute fire and life safety training and drills for staff and residents.
- Be extremely familiar with life safety and all operational systems in the Community.
- Respond to resident/director/staff requests for maintenance through the appropriate systems which are set up by the Executive Director.
- Ensure 24-hour repair/response time for all daily maintenance requests.
- All minor repairs including; basic carpentry, painting, electricity, plumbing, locksmith and preventive maintenance.
- Carry out tasks associated with the Preventive Maintenance Program.
- Community must be mechanically sound, safe and well maintained.
- Interiors must be neat, paint and wall coverings clean, sound and chip/scratch free.
- Must have a keen sense of detail with regard to upkeep and presentation of the community.
- Patching, painting and repair will be a major part of the maintenance program as well as carpet care and maintenance.
- Grounds, building exterior and interior, signage are maintained year-round.
- Responsible for ensuring that beds and lawns are well-tended, weeded and trimmed.
- Responsible for the community Safety Committee meetings and minutes.

Supervisory Functions

- Responsible for supervising, assigning overall duties and tasks to all maintenance employees, including Housekeeping, with full accountability for the performance of these employees.
- Demonstrate independent judgement and discretion.
- Train and supervise Maintenance Assistant (if applicable) and Housekeeping Staff in conducting routine maintenance and daily upkeep of the community.
- Interview, make hiring recommendations and orient new staff.
- Responsible for tracking attendance and effectively carrying out disciplinary action where appropriate.
- Evaluate performance of employees.
- Monitor Labor hours of self and employees to ensure compliance with budgeted labor hours.

Staff Development

- Attend and participate in scheduled training and educational classes.
- Attend and participate in scheduled orientation programs and activities.

Safety & Sanitation

- Keep excess supplies and equipment off the floor and properly stored.
- Follow established smoking regulations. Report all violations.
- Report all hazardous conditions and equipment to the supervisor immediately.
- Follow established safety precautions in performance of all duties.
- Report all safety violations.
- Before leaving work area for breaks or at the end of the work day, store all equipment and supplies.
- Wash hands before and after performing any service for the residents.
- Temperature conditions in the building must remain between 68 – 75 degrees and not drop below 60 degrees during sleeping hours.
- Report any communicable or infectious disease that you contract to the Executive Director immediately.

Equipment & Supply Functions

- Use only the equipment you have been trained to use.
- Operate all equipment in a safe manner.
- Use only the equipment and supplies necessary to do the job. Do not be wasteful.
- Report defective equipment to supervisor
- Inform the Executive Director of your equipment and supply needs.

Resident Rights

- Maintain the confidentiality of all resident information.
- Ensure that you treat all residents fairly and with kindness, dignity, and respect.
- Ensure that all care is provided in privacy.
- Knock before entering and the residents' suites.
- Report all grievances and complaints made by residents to your supervisor.

Working Conditions

- Works throughout community
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Is subject to frequent interruptions.
- Is involved with residents, personnel, families, visitors, etc. under all conditions and circumstances.
- Communicates with other personnel.
- Works beyond normal working hours, on weekends and holidays, when necessary.
- In the event of inclement weather or emergency situations, to be deemed by the Home Office, the MD may be asked to remain at the community overnight and will be expected to comply.
- Attends and participates in continuing education programs.

Specific Requirements

- Must possess work experience in maintenance.
- Must possess the ability to make independent decisions when circumstances warrant such actions.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, and the general public.
- Must possess (or be willing to obtain) CPR and First Aid certification.
- Must possess the ability and willingness to work harmoniously with professional and non-professional personnel.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents, and/or situations.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing service practices.