

## **Job Description: Facility Maintenance Technician**

Reports To: Facilities Manager  
Direct Reports: None  
Date Revised: February 2019

---

### **General Responsibilities:**

Responsible for performing a variety of duties to assist the Facilities Manager in maintaining the building; coordinating work within the department as well as with other units and departments; reporting pertinent information to the immediate supervisor; responding to inquiries and requests from home personnel, etc.

### **Required Education/Training/Skills:**

Moderate reading, writing, grammar, and mathematics skills; skills normally associated with a high school diploma or equivalent; ability to follow written and oral instructions; ability to move or lift objects weighing 75 lbs.; ability to perform duties inside and outside the home; basic knowledge of plumbing, electrical, and carpentry and ability to perform necessary repairs; manual dexterity sufficient to operate small power tools; ability to bend, stoop, push, pull, and climb ladders; moderate interpersonal relations and communicative skills; valid Pennsylvania operator's license.

Equipment/Machines: telephone, computer, automobiles, walkie-talkie, fire alarm panel, ladders, grounds keeping equipment and tools, various large and small hand and power tools, electrical testing equipment, etc.

### **Essential Duties:**

- Repairs and maintains machinery and mechanical equipment for safe operation.
- Spackles and paints needed areas.
- Snow removal and salting on the sidewalks and entrance ways.
- Completes work orders and special projects as assigned
- Follows all safety precautions before and during each work assignment
- Responds to emergency calls from staff, assisting as needed
- Responds to emergency situations as outlined in the Emergency Management Plan
- Responds to resident needs (non-medical) in a timely manner
- Notifies Supervisor when emergency repairs are needed or when repairs outside the scope of the Tech's knowledge are needed
- Performs housekeeping/cleaning duties as assigned
- Assists in preparation of rooms and furniture movement for new residents or in-house room changes.

### **Core Competencies:**

- Knowledge of basic electrical and plumbing systems and repair
- HVAC knowledge and carpentry skills a must.
- Communication/Listening Skills
- Sound decision making skills
- Safe Lifting Techniques
- Familiarity with Universal Precautions

- Familiarity with Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and Hazard Communication Standards (Hazcom)
- Safe use and storage of chemicals
- Proper use, care and storage of equipment and tools
- Proper use of Personal Protective Equipment (PPE)
- Proper use of disinfectant and cleaning chemicals

**All employees of The Hickman are expected to:**

- Uphold the mission and values of The Hickman in speech and behavior(s) while on-site.
- Make decisions that reflect the best interest of the Hickman.
- Respond to comments and requests from residents, families and guests promptly and politely, forwarding their requests to the appropriate supervisor if needed.
- Follow proper procedure in response to Emergency Action Plan.
- Fulfill annual training requirements, as specific to your role.
- Agree to follow the *Code of Conduct* and employee policies as articulated in the Employee Handbook. These policies include but are not limited to:
  - Leave work area clean and neat for co-workers. Help keep the premises clean by removing trash and debris, inside and outside the building.
  - Report safety hazards, any broken, non-operational equipment or furniture, or other safety concerns to the appropriate staff member; when necessary, remove item(s) from the area to prevent a safety hazard (per personnel manual).
  - Carry walkie-talkie and/or beeper at all times as required by position.
  - Adhere to The Hickman punctuality and attendance policy.
  - Consistently follow correct time clock procedure (if applicable).
  - Adhere to Hickman policy regarding cell phone usage (per the Employee Handbook).
  - Adhere to department dress code; present a neat, clean, appearance (per the Employee Handbook).
  - Wear name tags per DHS regulations and Hickman policy.
  - Attend in-service trainings, All-Staff Meetings, department meetings and other required educational sessions as directed by supervisor and/or Hickman policy.
  - Notify supervisor in advance when participation in required educational or other meetings poses a problem.

**The Hickman is an Equal Opportunity Employer and is committed to creating an inclusive and supportive workplace regardless of race, religion, age, ethnicity, sexual orientation or gender identification.**

I have reviewed the above job description:

---

Name / Signature

Date