

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-18-109



POSITION TITLE: Maintenance Worker (Temporary)

CLOSING DATE: 12/14/2018

Position Summary:

Under general supervision of the General Foreman, the Maintenance Worker assists in basic maintenance and mechanic duties. Performs landscaping maintenance (mowing, pruning and trimming), collects and removes refuse, maintains stairwells, concrete steps, aprons and walkways. Performs snow removal and applies ice control materials to steps and walkways. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Removes, cleans, replaces, packs and seals defective parts of utility, supply and disposal system, such as dirty traps, sections of broken tiles, pipes and leaky drains.
- Removes, replaces, tightens, splices, solders and insulates defective wiring, such as broken and bare wiring burned out switches, damage light switches, etc.
- Assists Maintenance Mechanic in locating broken, worn, or damaged wiring, fixtures, controls and equipment through visual checks or with use of amp/voltage meters.
- Assists Maintenance Mechanic in repair and installation of doors, windows, screens, wall sliding, tile floors, and minor roof leaks. Measures and cuts lumber and wallboard under specific instructions; fit lumber using hand power tools; secures, to affixed walls and partitions.
- Mows the grass of the clinic grounds, and support buildings, by power or self-propelled mower.
- Prunes, and trims trees, shrubs, hedges to proper shape and size.
- Hoses down the stairwells, concrete steps, aprons and walkways.
- Shovels snow from steps, sidewalks, and driveway and apply salt or other ice control materials to steps and walkways.
- Collects refuse from containers and hauls to landfill.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCC's Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High School graduate or GED. One year of experience with basic maintenance and grounds keeping functions. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge and understanding of basic mechanical functions and repair.
- Knowledge of use of maintenance tools, chemicals, cleaners, and disinfectants.

- Knowledge of the methods and practices used in preventive maintenance and repair work.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Ability to safely operate and use various maintenance equipment such as: mowers, pruners, trimmers, and power washers.
- Ability to follow special procedures for protecting themselves and patients from pathogenic agents.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.