

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-23-33

Closing Date: 05/26/2023



**POSITION TITLE: Maintenance Mechanic**

**DEPARTMENT: Facilities Management**

### **Position Summary:**

Under general supervision of the Maintenance General Foreman, the Maintenance Mechanic provides maintenance and repair work in buildings, grounds, and related fixtures and utilities requiring use of a variety of trade practices (plumbing, electrical, HVAC, etc.). 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.
- Erects new structures and modifies existing structures that consist of both metal and wood construction, using basic and advanced carpentry skills.
- Determines dimensions, type of material to be used in construction.
- Cuts floor joists, wall studs, plates and places braces at points of stress. Checks vertical and horizontal trueness of the structure using level or square.
- Performs other maintenance and alteration such as exterior siding, roofs, relocating partitions, doors, construction additions to existing structures and comparable work.
- Installs shelving, bulletin boards, erects scaffolding, roughs cabinets, signs, and other items.
- Installs plumbing equipment, such as faucets, water irrigation systems and hot water heaters using a wide variety of different plumbing techniques.
- Modifies and repairs water and waste disposal systems by clearing stoppages in sewer lines, drainpipes and fixtures.
- Diagnosis malfunctions in the systems and replaces defective component parts.
- Measures, cuts, seams, threads, fits and assembles pipe; caulks and wipes joints; solders copper piping at joints and seams, spreads and shapes copper with cloth. Installs pumps, valves, controls and fittings; locates and marks spot for opening in walls, ceiling and floors through which pipe or equipment is to be installed; hooks up equipment with proper supports, hangers or foundations, and makes required alignments and adjustments; tests systems or equipment after installation.
- Removes, replaces, tightens, splices, solders and insulates defective wiring, controls, equipment and fixtures such as: broken and bare wiring burned out switches and relays, loose connections and fittings, damaged light fixtures, etc.
- Maintains various healthcare grade mechanical equipment, dental and medical grade air compressor and vacuum systems, along with other healthcare related equipment that is needed to support patient care.
- Locates broken, worn, damaged, or poorly operating wiring, fixtures, controls and equipment through visual checks or with a small variety of test equipment such as multi-meters and test lamps. Replaces bad or worn switches, relays and outlets by unscrewing or cutting wiring from connections, inserting the replacement, and splicing, tightening, and soldering wiring to connections.
- Installs or rearranges light fixtures, switches, and outlets by following schematic drawings that provide the exact work specifications, i.e., the location where the electrical wiring is to be hooked onto the installed system, the type and placement of the electrical device to be installed. Electrical systems consist of single phase and three phases with working voltages of 12 volts to 480 volts commercial and residential grade systems.
- Works with Utility Systems Repair Operator to make repairs and adjustments to heating ventilation and refrigerated air systems.
- Maintains equipment specific maintenance logs for all phases of commercial building complex.
- Utilizes computer aided drafting software, i.e., AutoCAD software versions, and maintains the ability to work with various other basic software programs.
- Maintains basic understanding of electronics, low-voltage wiring, and electrical systems.
- Maintains and documents work completed for all work orders and input to Benchmate.
- Utilizes computer work ordering system, CMMS.
- Requires completion of tasks or duties assigned by a supervisor.

- 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 WIHCCs 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 or GED. Two years of experience with advanced maintenance functions required. 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 electronics, low-voltage wiring, electrical systems, low voltage troubleshooting, repair, and termination of various cables.
- Knowledge of various healthcare grade mechanical equipment, dental and medical grade air compressor and vacuum systems, along with other healthcare related equipment that is needed to support patient care.
- Knowledge and understanding of blue-line drawings and working schematics for construction and repair of various structures and equipment.
- 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 learn and understand small network systems, and small electronic testing equipment.
- Ability to understand and follow all safety precautions associated with the position.
- Ability to read, write, understand and follow written and verbal instructions as required with successful follow through.
- Ability to be dependable in attendance and job performance.
- Ability to work independently with minimal supervision.
- 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.**