



Dilkon Medical Center

Job Vacancy Announcement #DDH-23-62

Closing Date: Open until filled

POSITION TITLE: Utility Systems Repairer/Operator

DEPARTMENT: Facilities Management

Position Summary:

Under general supervision of the Utility Systems Repairer/Operator Supervisor, the Utility Systems Repairer/Operator (USRO) oversees maintenance and repair and operation of all utility systems, such as chillers, cooling tower, pumps, air handlers, steam boilers, domestic hot water and chilling loop, HVAC, electrical, fire, mechanical, plumbing systems, and related auxiliary equipment. The USRO is the administrator for the Computerized Maintenance Management Software. The service areas include the Dilkon Medical Center (DMC), Winslow Indian Health Care Center (WIHCC) and Leupp Clinic, which are maintained for patients, staff, and visitors on the property. 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.
- Administrator for the Computerized Maintenance Management Software and check sheets to maintain inventory of various equipment and utility systems on the facility and at the two satellite clinics in WIHCC and Leupp Clinic.
- Ensures all Accreditation Preventative Maintenance Tasks are completed on time.
- Operates, maintains and monitors the piped medical gas systems at the facility; oxygen, medical air, and medical vacuum systems; ensures systems must provide adequate level of performance under normal or emergency situations.
- Completes component repairs or replacement to include: shut off and insulation valves, check valves, pressure relief valves, pressure regulators, pressure gauges, gaskets, outlet control monitors and alarm devices.
- Maintains and repairs the fire alarm control system for the health center and field clinics.
- Operates, repairs and maintains all HVAC systems that consist of single unit gas packs, split system, and wall mounted units that use a combination of electric and natural gas heat, low-voltage single phase to high voltage three-phase systems, with a combination of different types of control systems that include solid-state circuitry and microprocessor- controlled units.
- Adjusts systems to maintain a comfortable temperature for patients, staff, and temperature sensitive equipment and supplies.
- Maintains auxiliary equipment, including the nurse call system, emergency generator, hydraulic passenger elevator, natural gas system, domestic cold and hot water systems, and main electrical distribution systems.
- Takes calls in the event of an emergency after normal duty hours, on weekends and holidays related to buildings, utilities and equipment of the clinic.
- Maintains and documents work completed for all work orders.
- 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. Five years of experience with equipment maintenance functions required. Must have knowledge of Computerized Maintenance Management Systems. 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 of construction and maintenance standards, concepts, and techniques; applicable codes and regulations including those of AAAHC, OSHA, ADA, UBC, UMC and UFAS.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of computer software for building maintenance programs, wireless systems concepts and applicable working knowledge for maintenance and operations of Healthcare Facility.
- Knowledge of NFPA 99 and NFPA 101.
- Knowledge and understanding of complicated engineering blueprints and technical instruction manuals for mechanical equipment.
- Knowledge and training in electrical, plumbing, and gas standards.
- Knowledge and skills to independently determine the nature of troubles in mechanical systems and the extents of required repairs, to judge the impact that specific repairs may have on related integral devices, make further tests, adjustments and alignments to insure that the repaired equipment and related integral devices are functioning properly and safely.
- Knowledge and understanding of electronics, low-voltage wiring, electrical systems, low voltage troubleshooting, repair, and termination of various cables.
- 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.