



Job Title:	Maintenance Technician
Reports To:	Facilities Supervisor
Department:	Facilities
FLSA Status:	Non-Exempt
Travel:	40%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) Monday – Friday 8 am-5pm, Some weekend and early/late shifts required.

Job Summary

Perform variety of semi-skilled and skilled functions in the upkeep and maintenance of buildings and grounds of our facilities. This position will perform routine manual duties under the supervision of the Facilities Supervisor to support a variety of building, plumbing, electrical and carpentry repairs and maintenance, will operate specialized equipment related to assignments, and will deliver interfacility mail, according to clinic mail delivery schedule.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Follows a preventive building maintenance program, as implemented by Facilities Supervisor for Bay Clinic Facilities and maintains records on preventive maintenance.
- Alters and completes minor repairs of facilities as directed and ensures that all completed work adheres to building code.
- Repairs structures, builds and installs cabinets, partitions, and shelves; repairs furniture and equipment, installs flooring, repairs or installs windows, doors, locks and related items.
- Performs semi-skilled electrical work by installing, troubleshooting and repairing circuit wiring, conduits, lighting fixtures, receptacles and switches.
- Performs carpentry work. Maintains and operates a variety of tools and power equipment. including hand

saws, drills, routers, sanders, table saws, tec.

- Performs plumbing work in the installation and repair of restroom fixtures, heating and air conditioning system maintenance and repair and other water and sewage systems plumbing.
- Conducts scheduled inspections on fire extinguishers and fire alarms.
- Notify Facilities Supervisor of the need for any repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Schedules follow-up to requests for routine on non-emergent repairs.
- Performs miscellaneous arranging, moving, reconfiguring, transporting, and storing of furnishings, equipment, supplies and files.
- Performs pest control duties by locating and identifying infestation by insects and rodents then applying the appropriate chemicals to eradicate pests..
- Applies proper work safety guidelines and procedures in performing daily activities and tasks.
- Securely delivers inter-facility mail, and supplies on an established delivery schedule.
- Promote and support the Patient Centered Medical Home (PCMH) primary care model.
- Reports to work as scheduled and on time and keeps supervisor informed as to changes in work schedule.
- Performs other duties as assigned.

Qualifications

- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Loyal - The trait of feeling a duty to the employer.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Reliability - The trait of being dependable and trustworthy.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Autonomy - Ability to work independently with minimal supervision.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

Skills & Abilities

Education:	High School Graduate or General Education Degree (GED): Required
Experience:	At least two years of facility maintenance related experience required. Knowledge of methods and practices of good building and facility maintenance operations including equipment use and maintenance. Specialized training in air conditioning systems, plumbing, and mechanical and electrical maintenance highly desired.
Computer Skills:	Proficiency with Microsoft Office Suite
Other Requirements:	Requires a valid Hawaii Driver's License and Auto Insurance. Must be detail oriented, have the ability to work independently with minimum supervision, and the ability to organize workload to meet schedules and deadlines in a timely manner.

Must provide satisfactory annual traffic abstract and pass random employee drug testing.

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens, and hazardous materials.

Physical Requirements

Stand or sit for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	C	10 lbs or less	C
Walk	C	11-20 lbs	C
Sit	F	21-50 lbs	F
Manually Manipulate	C	51-100 lbs	O
Reach Outward	C	Over 100 lbs	O
Reach Above Shoulder	C		
Climb	O		
Crawl	O	Push/Pull	
Squat or Kneel	O	12 lbs or less	F
Bend	F	13-25 lbs	F
Grasp	C	26-40 lbs	F
Speak	F	41-100 lbs	O

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

Prepared By:	Human Resources
HR Director Approval:	
Date:	
Supervisor Approval:	
Date:	
Employee Acknowledgement:	
Date:	