

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS
JOB DESCRIPTION**

Job Title: Facility Maintenance Technician
Reports To: Maintenance Manager
FLSA Status: Non-Exempt
Classified As: Paraprofessional
Effective Date: 07/10/15
Revision Date: 12/05/18

SUMMARY:

Performs minor and major repair of Northpointe facilities; performs scheduled preventive maintenance on facilities. This position also includes inspection of facilities, completion of facilities checklists, and communication of deficiencies to management. The worker must perform his/her duties in a safe manner utilizing personal safety equipment as needed.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

QUALIFICATIONS:

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

EDUCATION, CERTIFICATES and/or EXPERIENCE:

1. High school diploma or general education degree (GED) or 6 months to 1 year related experience and/or training; or equivalent combination of education and experience.
2. Minimum of two years' experience in carpentry, climate control, electrical, and plumbing trades.
3. Position requires knowledge of personal safety equipment and safety procedures.
4. Valid driver's license.
5. Knowledge of machinery, equipment and tools necessary for the maintenance and repair of buildings.

LANGUAGE SKILLS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to accurately use a tape measure.

REASONING ABILITY:

1. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram

form.

2. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

1. Participation in training and education as necessary to maintain current competency(ies) in skill areas essential for implementing job duties and responsibilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
2. The employee must regularly lift and/or move more than 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. The employee regularly works near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and blood-borne pathogens.
3. The employee occasionally works in high, precarious places and is occasionally exposed to risk of electrical shock and vibration.

CONFIDENTIALITY:

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

REQUIRED TRAININGS:

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| 1. Corporate Compliance & Ethics | Required within 30 days of hire. Annual reviews are required. |
| 2. Customer Service I | Required within 30 days of hire. Reviews as necessary. |
| 3. Diversity | Required within 30 days of hire. Annual reviews are required. |
| 4. Drug Free Workplace | Required within 30 days of hire. Reviews as necessary. |
| 5. Harassment | Required within 3days of hire. Reviews as necessary. |
| 6. HIPAA | Required within 30 days of hire. Annual reviews are required. |
| 7. Infection Control | Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required. |
| 8. NorthCare Network Org. & Com. | Required within 30 days of hire. Reviews as necessary. |
| 9. Person Centered Planning/LEP | Required within 30 days of hire. Annual reviews are required. |
| 10. Recipient Rights | Required within 30 days of hire. Annual reviews are required. |
| 11. Safety | Required within 30 days of hire. Annual reviews are required. |

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leads and coordinates major projects under the supervision of the Maintenance Manager.

Performs surface preparation, painting, and staining.

Assists with snow removal, including using the plow truck and snow blower.

Performs skilled and semi-skilled maintenance activities, including carpentry, electrical and plumbing work and grounds maintenance.

Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair.

Performs projects and orders materials in a manner consistent with NBHS procedures.

May assist with Northpointe transportation needs, if necessary.

Complete maintenance tickets in a timely manner.

COMPETENCIES:

1. Demonstrates the ability to work effectively as part of different work projects.
2. Demonstrates proficiency in microcomputer software necessary to fulfill job functions.
3. Demonstrates the use of proper protective equipment.
4. Demonstrates basic carpentry skills and the ability to use power tools.
5. Demonstrates adherence to all NBHS policies and procedures regarding confidentiality and individual care.
6. Demonstrate commitment to an individual's care and customer service.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

Employee Signature

Date