

JOB DESCRIPTIONS: SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1

Job Details			
Job Title:	Maintenance Technician		
Job Number:	HD05	Supervisor:	Assistant Administrator is formal supervisor; works with staff from each department
Date Posted:		FTE:	1.0
Job Location:	Friday Harbor, WA	Department:	Districtwide
Wage:	\$24-27/Hour, at will	Benefits:	Health Insurance HRA Account Dental Insurance PERs Retirement Account Options for additional Deferred Compensation And More!
Management Position:	No	Number of Direct Reports:	0
Description			
Job Definition	<p>Responsible for supporting the maintenance and repair of the District’s facilities, including the Frank Wilson Memorial EMS Building (20% of time), 535 Market Street Administrative Offices (10% of time), and Village at the Harbor (70% of time). Work with other assigned staff and contractors to support facility and grounds maintenance. Groundwork is also supported by outside contractors.</p> <p>This includes tasks such as: facility repairs, pressure washing, painting, carpentry, landscaping, grounds work, and other general maintenance. This position reports to the Superintendent and works regularly with the department heads of the District.</p>		
Job Duties	<ul style="list-style-type: none"> <li>• Adheres to and conveys a philosophy that supports the dignity, privacy, independence, choice, and individuality of tenants.</li> <li>• Ensures all assigned preventative maintenance tasks are completed. Provides appropriate documentation of all work completed.</li> <li>• Makes repairs as needed, responding to maintenance work requests in a timely manner, and documents completed repairs.</li> <li>• Maintains accurate maintenance records on all utilities, systems, and equipment.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Refurbishes vacated apartments in a timely manner, documenting all work performed.</li> <li>• Ensures the proper storage and labelling of all equipment and supplies.</li> <li>• Inventories and orders maintenance supplies on an as-needed basis.</li> <li>• Coordinate preventative maintenance needed to maintain the Village at the Harbor community van in good condition; keeps a record of all inspections completed and work performed.</li> <li>• Coordinate maintenance of heating and cooling system, generator, plumbing, etc.</li> <li>• Performs all other duties as assigned.</li> </ul>
<p>Working Environment</p>	<p>All applicants must have a commitment to maintaining vital EMS services for our community and a desire to work with the elderly in an environment that upholds their privacy, dignity, choice, independence, and individuality. This position is conducted in an office, clinic, and outdoor setting and the employee would be exposed to all types of weather including rain, snow, and wind. The employee holding this position will be exposed to residents' activities of daily living, which may include strange odors, occasional exposure to hazards, and possibly unpleasant surroundings.</p> <p>All applicants must be able to regularly move up to 30 pounds and occasionally move more than 50 pounds; must be able to traverse an average of three miles daily and spend long periods of time in small spaces or in abnormal positions; all applicants must possess a current and uninhibited driver's license. All applicants must be able to complete tasks including but not limited to, painting, operating heavy machinery, drilling, screwing, and hammering.</p>
<p><b>Qualifications</b></p>	
<p>Minimum Experience Requirements</p>	<ul style="list-style-type: none"> <li>• Must have previous experience in maintenance work and/or construction</li> <li>• Must be at least 21 years of age.</li> <li>• Good problem-solving abilities</li> <li>• Able to make good judgments</li> <li>• Able to communicate well, both orally and in writing.</li> <li>• Initiative-taker; able to carry out diverse duties with minimal supervision</li> <li>• Professional appearance and attitude.</li> </ul>
<p>Preferred Experience</p>	<ul style="list-style-type: none"> <li>• Experience with plumbing, electrical, or carpentry work preferred</li> </ul>

Education and Certifications	Must have current First Aid Certification or be willing to receive a First Aid Certification
<b>Equal Labor Laws</b>	
<p>San Juan County Public Hospital District No. 1 is an equal employer under U.S. federal law. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All applications are screened with the aforementioned information removed to ensure that applications are reviewed equally and fairly. Women, veterans, and minorities are encouraged to apply for this position.</p> <p>The Rehabilitation Act protects qualified individuals from discrimination based on disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. San Juan County Public Hospital District No. 1 will make reasonable accommodations for any hired employee.</p> <p>This position is paid hourly, non-exempt and at will. Washington State Law requires all employees one ten-minute rest break every four hours, and a thirty-minute unpaid lunch period for any shift over six hours.</p>	