



Position Title: Maintenance

Department: Admin

Supervisor: Chief Operations Office

Job Supervisory Responsibilities: Non-supervisory

General Summary: Maintenance is responsible for assisting and/or conducting the relocation of the Mobile Unit(s) to various locations within a 5-county area. This position requires the set-up and take down of the Mobile Unit(s), fueling, basic mobile unit specific maintenance, coordination and facilitation of advanced maintenance, and driving the unit and/or an ancillary vehicle to assigned locations.

Maintenance will be responsible for the overall maintenance of the health center and all areas related to the day-to-day maintenance operations.

Major Responsibilities and Duties:

- Coordinates with the Maintenance Driver Manager to ensure preplanning of scheduled moves of the Mobile Unit(s).
- Assists and/or conducts all tasks required to completely and safely prepare the Mobile Unit(s) for relocation.
- Safely drives the mobile units to assigned locations.
- Assists and/or conducts all tasks required to completely and safely set up the Mobile Unit(s) for use by Four Rivers team members at scheduled healthcare sites.
- Assists and/or conducts all user level maintenance and repair tasks.
- Provides transport back to Four Rivers Community Health Center or other assigned location before setup and/or after completion of mobile unit move.
- Responsible for upkeep of all Four Rivers locations
- Exterior and interior painting
- Maintain the grounds (landscaping, clean parking lot, salt parking lot, clear walkways, shovel walkways as needed)
- Small facility repairs such as caulking, faucet or toilet repairs not requiring a plumber.
- Storage Units – organize and inventory items in storage units and disposal of items to be removed from inventory.
- Receive and distribute packages to appropriate areas/contacts and verify package contents.
- Other general maintenance duties may apply.

Performance Requirements:

Knowledge:

1. Knowledge of basic general maintenance.

Skills:

1. Skill in effective communication skills.
2. Skill in time management.

Abilities:

1. Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
2. Ability to handle varying and often high levels of stress.
3. Ability to travel throughout a 5-county area.

Equipment Operated: Mobile Unit(s)

Work Environment: Exposed to: Cold, heat, rain, snow and other outside weather conditions while conducting vehicle relocation preparations and while driving.

Hazardous Conditions: Exposure to infectious diseases; exposure to workplace chemicals, potential exposure to physical violence.

Mental/Physical Requirements:

- Willingness to work a flexible schedule when circumstances are necessary.
- Combination of sitting, standing, and walking.
- Physical Demands: Lifting up to 25 lbs. and dragging up to 50 lbs., bending, reaching, pushing, carrying, sitting, vision corrected in normal range, hearing corrected in normal range.

Desired Qualifications, Skills, and Experience:

- Valid Driver's License

Employee's Signature

Date