



## Lead Maintenance Technician

Reports to: Director of Operations  
Department: Operations  
Program (if applicable): N/A  
Job Status: Exempt

Classification: Non-Union  
UDS Code: 31 Facility Staff  
Date Revised: 09/12/2024  
Revised by: Human Resources Coordinator

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### MAJOR FUNCTION

Under the supervision of the Director of Operations, has charge of building maintenance programs and activities including, but not limited to painting, masonry, carpentry, plumbing, plastering, grounds keeping; in some instances, building construction responsible for related duties including, but not limited to, ESSENTIAL FUNCTIONS:

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**Site Safety** - The Lead Maintenance Technician ensures that high standards of safety are developed, met and maintained at all facilities.

- Arranges and coordinates annual fire safety inspections with local fire departments. Follows up on any deficiencies or recommendations.
- Arranges and coordinates the internal safety inspections of all facilities conducted by the Department of Health, OSHA, etc. Follows up on deficiencies and recommendations.
- Arranges and coordinates the cleaning of clinical rooms in accordance with OSHA rules and regulations.

**Site Maintenance** - The Lead Maintenance Technician ensures that all facilities and grounds are maintained in accordance with relevant regulations, agency standards and fiscal consideration.

- Evaluates long-term needs in relation to major projects and property improvements and develops plan outlining same in cooperation with Director of Operations.
- Coordinates, arranges, and supervises, or provides for the completion of corrective and preventive maintenance in accordance with agency operating procedures, practices and financial considerations.

**Equipment Maintenance** - The Lead Maintenance Technician ensures that major equipment and furnishings are maintained in safe, operable condition and/or arranges for replacement.

- Develops, implements and reviews equipment records.
- Establishes procedures and contacts to ensure timely repairs of equipment requiring minor repairs on a frequent basis.
- Secures major equipment bids and makes recommendations for purchase when replacement or new equipment is required.
- Assigns maintenance requests to the appropriate Maintenance Assistant.
- Monitors maintenance requests response and completion rates via the existing maintenance management system.

**Safety and Maintenance Training** - The Lead Maintenance Technician may arrange for or provide training for personnel as it relates to the safety and maintenance needs of the facilities. The Lead Maintenance Technician may attend training programs relevant to the duties and responsibilities of this position.

- Provides staff training in a variety of safety and maintenance topics including the effective utilization of the maintenance logs, completion of routine maintenance specific to the facilities, equipment operations, multimedia, fire safety training, etc.
- Arranges and coordinates annual fire safety training for all personnel.
- Attends and participates in training opportunities and seminars relevant to this position.
- Greets all patients/clients/customers via telephone or directly in a personal and professional manner. Promotes positive patient relations.

This person should be able to perform the following repairs and preventive maintenance:

- Installation of non-bearing walls
- Installation of doors, windows, acoustic ceilings, and floors
- Replacement and/or relocation of AC outlets, AC interrupters.
- Replacement and/or relocation of light fixtures
- Replacement of hot water heaters of the same or smaller size
- Replacement/repair of cold/hot water lines up to 2-1/4 inches
- Replacement/repair of sanitary lines up to 6 inches.
- Replacement of any plumbing fixture
- Unclogging of sanitary lines of any size
- Preventive Maintenance and repair for all HVAC equipment
- Preventive Maintenance for our water dispensing machines (total of 22)
- In-kind replacement of any existing HVAC equipment under 60 tons of capacity when necessary

#### **ADDITIONAL RESPONSIBILITIES:**

- Manages staff vacation and time-off request calendars.
- Participates in the development of policies and procedures related to maintenance and safety.
- Makes a positive contribution to the morale and joy of the workplace.
- Performs other duties and assumes other responsibilities as apparent and/or as assigned by Chief Operating Officer. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

#### **REQUIREMENTS:**

Minimum Requirements:

- Apprentice Electrical license or good experience performing basic electrical work
- Strong plumbing skills
- Strong construction (framing, sheetrock, spackling, flooring and painting) skills
- Basic knowledge of auto-mechanics to perform routine maintenance to our vehicles
- Must have a clean valid driver's license
- This is a multi-site salaried and non-union position
- On-call 24/7
- Regular schedule: 8AM-4PM (8 hours)

#### **EDUCATION & EXPERIENCE:**

- Graduation from high school, vocational school, or possession of an approved high school equivalent certificate.
- A minimum of five (5) years' experience as maintenance technician in healthcare facilities, multi-sites and/or similar settings

#### **LICENSURE AND/OR CERTIFICATIONS:**

- NFPA 101 Life Safety Code Basic Certification or the ability to obtain it within the first 90 days of employment.
- Universal EPA 608 Certification, formal HVAC training or proven track record repair and troubleshooting commercial HVAC equipment.

### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER (KSAO's)**

- Extensive knowledge of electricity and plumbing.
- Basic knowledge of HVAC and the ability of troubleshooting central air conditioning systems.
- Experience in maintaining a health care facility preferable.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Good reasoning abilities.
- Sound judgment.
- Good communication skills.
- Resourceful and well organized.

### **PHYSICAL & WORK REQUIREMENTS**

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.

This position requires manual dexterity sufficient to operate phones, computers and other office equipment. The position requires the physical ability to kneel, bend, and perform light lifting. This person must have the ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Generally, the working conditions are good with little or no exposure to extremes in health and/or safety hazards.

The employee must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to eighty-five (85) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee may be required to work outdoors in inclement weather conditions to shovel snow and remove ice. May be required to work with and around hazardous chemicals/waste material.

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