



**VALLEY HEALTH TEAM**  
LIVE BETTER. VIVE MEJOR.  
JOB DESCRIPTION

|                       |  |
|-----------------------|--|
| POSITION:             | MAINTENANCE WORKER                     |
| REPORTS TO:           | FACILITIES & TRANSPORTATION SUPERVISOR |
| POSITIONS SUPERVISED: | NONE                                   |
| CLASS:                | REGULAR                                |
| CAT:                  | FULL-TIME                              |
|                       | NON-EXEMPT                             |

**BASIC FUNCTIONS:**

The Maintenance Worker was established for the purpose of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities. This individual will address immediate operational and/or safety concern and ensure that tools, materials and vehicles are maintained in good working order and are available at facility when needed.

**DUTIES AND RESPONSIBILITIES:**

1. Arrange furniture and equipment for the purpose of providing adequate preparations for special events.
2. Clean facilities and grounds areas as needed and/or assigned for the purpose of providing an effective working environment, preventing damage and/or limiting liability exposure.
3. Orders and stocks needed materials and supplies.
4. Provide maintenance and minor repairs to plumbing, electrical, HVAC and sprinkler systems; may perform routing carpentry work.
5. Perform some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, and replacing fixtures.
6. Prepare written materials (e.g. repair status, activity log, etc.) for the purpose of documenting activities and/or conveying information.
7. On a temporary basis, may be required to work at any satellite facility.
8. Contribute to team effort by assisting other departments as needed and while maintaining confidentiality of VHT's business.
9. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
10. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
11. Practice CICARE phone etiquette during all phone interactions.
12. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
13. Respect privacy and dignity of our patients, family members, visitors and co-workers.
14. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
15. Act as a role model, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
16. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
17. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
18. Perform other related duties, which may be inclusive, but not listed in the job description.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or GED equivalency
2. Minimum one (1) year work experience in custodial, building maintenance or general labor

3. Prior work experience in healthcare facility highly preferred
4. Knowledge of custodial equipment and basic tools utilized in building maintenance; considerable knowledge of maintenance and repair work and thorough knowledge of proper safety techniques and procedures
5. Skill in the operation of a variety of hand tools
6. Ability to understand and carry out routine oral and written instructions
7. Ability to make routing decisions independently
8. Ability to sustain long periods of light to moderately heavy physical activity and work harmoniously with others
9. Ability to be flexible with work schedule and available to work at all site locations
10. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage.
11. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

**TYPICAL WORKING CONDITIONS:** The office setting is a normal work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the office.

**TYPICAL PHYSICAL DEMANDS:** Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting up to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**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.

While performing the duties of this job, the employee may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Affirmative Action Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

BOARD APPROVED: