



MAINTENANCE DIRECTOR

GENERATIONS

JOB DESCRIPTION	
Department	Maintenance
Reports to	Assistant Administrator, Administrator
Reporting to this position	Maintenance Technicians
Job Classification	Administrative, Management
Position Purpose	Directs the day-to-day activities of the Maintenance Department in accordance with current federal, state, and local standards, guidelines and regulations governing the facility, and to assure the facility is maintained in a safe and comfortable manner.

Required Qualifications

Minimum requirements include the following:

- ❖ High school diploma or equivalent.
- ❖ Minimum three (3) years' experience in a supervisory capacity, in a maintenance/plant related position.
- ❖ Licensed in accordance with applicable standards, codes, labor laws, etc.
- ❖ Previous experience as a Maintenance Director with a Skilled Nursing Facility, or Long Term Care Facility preferred.
- ❖ A working understanding electrical systems, HVAC systems, and various mechanical and architectural systems.
- ❖ Valid driver's license.

Major Duties and Responsibilities

Plans, develops, organizes, implements, evaluates, and directs the Maintenance Department, its programs and activities.

Ensures the facility remains in compliance with all federal, state and local regulations for Life Safety Code compliance.

Reviews the department's policies, procedure manuals, job descriptions, etc., at least annually for revisions and makes recommendations to the Assistant Administrator/Administrator.

Prepares operating and staffing budgets for maintenance and monitors monthly.

Ensures maintenance staff are properly trained on safety policies and procedures as well as monitors compliance.

Ensures proper planning, direction, participation, and supervision of both preventative and unplanned maintenance and repair activities in the facility, which includes painting, plumbing, carpentry, HVAC, and electrical work.

Purchases within budgetary responsibilities the general maintenance tools, supplies and equipment, safety equipment, and trains others in their appropriate use.

Ensures that services performed by outside vendors are properly completed/supervised in accordance with contracts/work orders.

Ensure the facility's Fire Safety program complies with the 2012 version of the Life Safety Code and Health Care Facilities Code. Includes but is not limited to required fire drills, training on the facility's fire safety plan, safe use of oxygen, electrical safety.

Ensures facility's compliance with multiple OSHA standards. Some of OSHA's required trainings overlap with fire safety requirements. Additional required trainings may include but are not limited to those related to reporting of work-related incidents, bloodborne pathogens-hazardous waste removal, hazard communication, personal protective equipment, and ergonomics.

Assists with the development and implementation of the facility's Emergency Preparedness Plan. A training program must reflect the risks identified in the facility's risk assessment so that staff can demonstrate knowledge of emergency procedures. Drills and exercises are required to test the effectiveness of the training.

Develops and implements preventive maintenance tasks, document instructions and procedures for the preventative maintenance of facility and utility components and office equipment, as well as, mechanical, air conditioning, heating, and electrical systems, etc.

Schedules department work hours (including vacation and holiday schedules), personnel, work assignments, etc., to expedite work.

Assists in standardizing the methods in which maintenance tasks will be performed.

Ensures the facility's compliance with the law and other regulatory terms such as safety and building codes.

Reads and interprets blueprints in order to monitor the upkeep of electrical, HVAC, and other systems.

Runs, operates, and assesses technical aspects of facility machinery, equipment, and buildings.

Additional Assigned Tasks

- ❖ Treats all residents with dignity and respect. Promotes and protects all residents' rights.
- ❖ Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
- ❖ Follows appropriate safety and hygiene measures at all times to protect residents and themselves.
- ❖ Maintains confidentiality of protected health information, including verbal, written, and electronic communications.
- ❖ Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to HR or compliance officer.
- ❖ Reports any allegations of abuse, neglect, misappropriation of property, exploitation, or mistreatment of residents to supervisor and/or administrator. Protects residents from abuse, and cooperates with all investigations.
- ❖ Reports any occupational exposures to blood, body fluids, infectious materials, and/or hazardous chemicals in accordance with facility policy.
- ❖ Coordinates all life safety and emergency drills and trainings. Fulfills responsibilities as assigned during implementation or activation of the facility's emergency plan.

- ❖ Delegates administrative authority, responsibility, and accountability to other maintenance personnel as deemed necessary to perform their assigned duties.
- ❖ Performs and monitors required inspections of facility equipment.
- ❖ Reports work-related injuries and illnesses immediately to supervisor.
- ❖ Follows established infection control policies and procedures.
- ❖ As a condition of employment, completes all assigned training and skills competency.
- ❖ Maintains a safe and secure working environment free of objects/situations that could cause harm and/or falls to residents, families, visitors, and associates.
- ❖ Performs routine repair and maintenance to facility.
- ❖ Performs regular safety inspections of the facility and documents the findings.
- ❖ Submits accident/incident reports within twenty-four (24) hours after their occurrence.
- ❖ Participates in surveys/inspections by external agencies.
- ❖ Develops a plan of correction for maintenance deficiencies identified during a facility survey.

Personal Skills and Traits Desired/Physical Requirements/Working Conditions

- ❖ Ability to read, write, speak and understand the English language.
- ❖ Must be a supportive team member, contribute to and be an example of team work.
- ❖ Ability to make independent decisions when circumstances warrant such action.
- ❖ Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ❖ Must have patience, tact, and willingness to deal with difficult residents, family and staff.
- ❖ Must not pose a threat to the health and safety of other individuals in the workplace.
- ❖ Must be able to move intermittently throughout the workday.
- ❖ Meets general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
- ❖ Ability to work beyond normal working hours and on weekends and holidays when necessary. May be subject to call back for emergencies.
- ❖ Ability to assist in evacuation of residents during emergency situations.
- ❖ Ability to bend, stoop, kneel, crouch, perform overhead lifting and perform other common physical movements as needed for the position.
- ❖ May be subject to falls, burns from equipment, and/or odors throughout the day; encounter reactions from dust, tobacco smoke, disinfectants, and other air contaminants.
- ❖ Subject to exposure to infectious waste, diseases and/or conditions which include AIDS, Coronavirus, Hepatitis B, and Tuberculosis.
- ❖ May be subject to hostile or emotional residents, family members, visitors or personnel.
- ❖ Ability to read and interpret blueprints and building codes.
- ❖ Ability to observe, listen and communicate effectively.
- ❖ Proficiency in computer skills and working knowledge of current PC applications, including but not limited to Microsoft Office and Google Chrome.
- ❖ Ability to cope with the mental, emotional and physical stress of the position.
- ❖ Ability to tolerate varying temperatures in hot/cold and/or wet environments.
- ❖ Ability to lift, move, push or pull a minimum of 35 pounds to a minimum of 5 feet and be able to push, pull, move and/or carry such weight a minimum distance of 50 feet.
- ❖ Works in all areas throughout the facility.

Compliance as a Condition of Employment and Performance Appraisal

Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned if the tasks are similar or related to the essential duties of the position. Periodic revision may be necessary to reflect changes in expectations placed on the long-term care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.

Individual performance will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results that are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results that are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development.
3. **Meets Standards:** Achieves results that meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results that usually exceed the standards identified for the performance factors rated.

Reasonable Accommodation Statement

Consistent with the Americans with Disabilities Act (ADA) and Alabama Civil Rights Law, it is the policy of Generations of Red Bay to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Humana Resources.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above job description and understand the requirements and expectations of the position of Maintenance Director at *Generations of Red Bay*.

Employee's Signature

Date

Supervisor's Signature

Date