

Custodial Maintenance Coordinator

Reports To	Environmental Services Director
Department	450
FLSA Status	Non-Exempt
EEO Classification	Craft Worker (Skilled)

Successful candidates are expected to comply with the general attendance policies. This position shares a weekend on-call rotation and may be scheduled for weekend shifts on a project or seasonal basis. Must have the flexibility to respond to emergency needs and provide coverage in the absence of the Environmental Services Director.

Successful candidates are expected to comply with all safety policies and procedures. This position will include responsibility for the promotion of safety standards as related to the facility and staff, and continuous improvements.

Primary Purpose

Custodial Maintenance Coordinator is responsible for routine janitorial upkeep, grounds keeping, and facility repair work. Is accountable for multiple internal processes, audits, emergency preparedness and other areas of compliance. Serves as the primary contact for maintenance and emergency response when the Environmental Services Director is not available.

General Description

Custodial Maintenance Coordinator completes routine/scheduled janitorial maintenance, repairs and seasonal projects. Provides response to maintenance needs/emergencies and direction of housekeeping/laundry staff in the Environmental Services Director's absence. Provides administrative support for the department including, but not limited to, documentation, scheduling, routine correspondence, emergency preparation and MSDS documentation.

Essential Duties

	Duties	Frequency
1	Complete routine janitorial, maintenance, and repair schedules and respond effectively to non-scheduled needs via work ticket system.	35%
2	Manage a variety of internal processes related to safety, documentation and delegation of daily duties to accomplish department goals.	25%
3	Regularly operates janitorial & grounds equipment including floor scrubbers, sweepers and mowers.	15%
4	Promote the elimination of hazards and stress good safety	5%

measures on a continuing basis. Conduct fire drills on a routine basis as required by regulations. Complete all governmental reports as directed.

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| 5 | Operate company motor vehicles including resident transfer | 5% |
| 6 | Have a working knowledge of the housekeeping and laundry operations and know the proper usage and storage of all chemicals used in the departments. | 5% |
| 7 | Conduct regular internal maintenance assessments, housekeeping audits, and safety walks. | 5% |
| 8 | Continue to learn and grow in the position, including attending educational offerings as assigned by Administrator. | 5% |

Other Duties

Duties

- 1 Presents a positive public image to residents, families, staff, physicians, and visitors. Contributes to team cohesiveness, promotes new ideas, respects peers, and creates a pleasant work atmosphere.
- 2 Gives proper notice of tardiness or absences. Adheres to meal /break times. Uses time clock properly. Accomplishes workload within time allowed.
- 3 Attends mandatory inservices as required. Attends all other inservices as requested by department manager or Administrator.
- 4 Maintains confidentiality of resident related information in compliance with HIPAA regulations. Respects confidentiality of the organization, department, staff, residents, and families.
- 5 Accepts assignments designated by supervisor in a positive manner. Is flexible in changing assignments with little notice to accommodate residents and facility needs.
- 6 Adheres to all safety policies and procedures. Responds appropriately to fire, tornado, and disaster alerts and drills. Follows facility and department safety environmental and infection control standards.
- 7 Adheres to dress code. Is neat and clean in appearance. Wears nametag at all times while on duty. Follows the facility/department dress code.
- 8 Other Duties as assigned

Minimum Experience And Qualifications

Education: Certificate in Boiler's License required within 6 months of employment.
Ability to operate a variety of power equipment tools and rider/driver equipment/vehicles
Ability to prioritize projects and consistently meet deadlines
Ability to work varying shifts to accommodate maintenance needs/emergencies.
Effective basic computer skills including Microsoft Office and familiarity with online work ticket systems.
Effective verbal and written communication skills
Must possess valid driver's license.

Experience: 3 year(s) preferred in Facility maintenance, handyman/repair, and/or grounds keeping

experience.
 1 year(s) preferred in Supervision.

Physical Demands

Physical activities typically performed while on the job.

Activity	Frequency	Hours
Bending/Stooping	Frequently (55%-79%)	
Climbing–Stairs, Ladders, Slope	Occasionally (10%-29%)	
Crawling	Occasionally (10%-29%)	
Grasping/Handling	Constantly (80%-100%)	
Reaching Overhead	Occasionally (10%-29%)	
Walking	Constantly (80%-100%)	

Physical Effort

Physical effort typically applied while on the job.

Lift/Carrying	Distance	Activity	Frequency
26 - 50 lbs.			Periodically (30%-54%)
51 - 75 lbs.			Occasionally (10%-29%)
Pushing/Pulling	Distance	Activity	Frequency
51 - 75 lbs.			Periodically (30%-54%)
76 - 100 lbs.			Occasionally (10%-29%)

Work Conditions

Work Conditions typically encountered on the job.



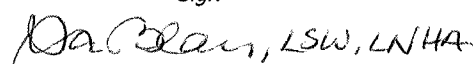
Condition	Frequency
Biological Agents	Occasionally (10%-29%)
Chemical Agents	Periodically (30%-54%)
Dust	Occasionally (10%-29%)
Fumes, Odors	Occasionally (10%-29%)
Noise	Occasionally (10%-29%)
Solvents, Petroleum Products	Seldom (1% to 9%)

Job Specific Conditions/Demands

Job Specific Conditions and demands typically encountered on the job.

Condition/Demand	Frequency
Driving-Vehicle/Equipment	Occasionally (10%-29%)
Hearing	Frequently (55%-79%)
Indoors	Frequently (55%-79%)
Outdoors	Occasionally (10%-29%)
Power Tools/Equipment	Periodically (30%-54%)
Talking	Periodically (30%-54%)

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organizational goals and objectives; that compliance with all applicable legal considerations has been met, and that the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	DEAN MATZKE		3/19/18
Human Resources	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Annie Ruppert		3/15/18
	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
	Sara Blair	 Sara Blair, LSW, LNHA	3/15/18

