



<b>Facility Maintenance Worker</b>	
<b>Department:</b> Account Management	<b>Status:</b> Full-time Non-Exempt
<b>Location:</b> Chicago, IL 60641	<b>Reports to:</b> Facilities Manager
<b>Supervises:</b> N/A	<b>Last Reviewed Date:</b> 10/20/2023
<b>HR Review and Approval Date:</b> 10/20/2023	<b>Effective Date:</b> 10/20/2023

**Position Summary:** The Maintenance Worker for Healthcare Facilities is responsible for performing a variety of maintenance and repair tasks to ensure the proper functioning and safety of healthcare facilities. This role requires a versatile skill set in maintenance disciplines, a commitment to quality, and an exceptional degree of professionalism due to the sensitive nature of the healthcare environment.

**Essential Duties and Responsibilities include the following, but are not limited to:**

- Perform routine maintenance tasks such as changing light bulbs, repairing doors, painting, plumbing fixes, and electrical installations.
- Under the direction of the Facilities Manager repair interior and exterior features that may require knowledge in electrical, plumbing, and carpentry.
- Respond to emergency maintenance requests promptly and efficiently.
- Conduct regular inspections of facility infrastructure to identify and resolve issues.
- Ensure compliance with healthcare industry standards, regulations, and safety protocols while performing tasks.
- Coordinate with the Facilities Manager and healthcare staff to prioritize and schedule maintenance activities without disrupting patient care.
- Keep inventory of maintenance supplies and equipment; inform the Facilities Manager when restocking is needed.
- Document completed tasks, time spent, and materials used, for tracking and billing purposes.
- Work with other facility personnel such as cleaners and security staff to ensure a safe and operational environment.

**Qualifications including Knowledge, Skills and Abilities:**

- Vocational training and general proficiency in electrical, plumbing, carpentry, and painting tasks.
- Basic understanding of healthcare compliance and regulations.
- Strong problem-solving skills and attention to detail.
- Ability to work independently and as part of a team.



**Motor Vehicle:**

Ability to provide a valid Driver's License and conduct a motor vehicle background check.

**Background Check:**

Ability to submit to a Federal Fingerprint Background Check for clearance to work at healthcare facilities, per client requirement.

**Education and Experience:**

Minimum of 3 years of Maintenance Worker experience, preferably in healthcare facilities.

**Language Skills:**

Bilingual Spanish preferred.

**Physical 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. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 50lbs.

**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. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.



- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Name (print name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_