



**POSITION ANNOUNCEMENT
MAINTENANCE AND JANITORIAL TECHNICIAN**

Department:	Operations	Supervisor:	Janitor and Maintenance Lead
Status:	Full Time	Date:	February 2019
Location:	Satellite Sites including Donaldsonville and Plaquemine		

POSITION SUMMARY:

The position of Maintenance Janitorial Technician is responsible for performing timely cleaning and general repairs, maintenance and preventive maintenance needs of facility, grounds and equipment.

REQUIREMENTS:

1. High School Diploma or equivalent.
2. Excellent verbal and written communication skills.
3. Must have exceptional interpersonal communication skills.
4. Must have a minimum of 3 years of janitorial experience in a healthcare setting; preferably one year as a supervisor or two years as a general supervisor and two years of janitorial service in a healthcare setting.
5. Must be able to effectively resolve conflicts.
6. Performs all job responsibilities in full compliance with all applicable laws, rules, regulations, policies and procedures.
7. This position requires a minimum of six months of technical training in facility maintenance experience and / or three years of maintenance janitorial experience, preferably in a private medical or health care setting (i.e., carpentry, plumbing, electronics, heating/cooling).

RESPONSIBILITIES:

General Cleaning and Maintenance

1. Meets daily with supervisor to discuss special needs, problems, and assignments.
2. Adheres to a sanitation and cleaning schedule checklist in accordance with OSHA and industry-specific guidelines.
3. Performs all daily, weekly, and monthly cleaning requirements, including but not limited to vacuuming, dusting, sweeping, mopping, emptying trash, cleaning wall and light fixtures/coverings, and inspection / replacement of light bulbs as needed, etc.
4. Maintains lobby, waiting rooms and other clinic areas. Clean glass entry and reception areas of fingerprints, smudges, etc.
5. Clean spills and / or accidents.

6. Executes maintenance needs from wear and tear including but not limited to patching and painting.
7. Assists contractors, vendors and/or other staff members on repairs, remodeling or installation projects.
8. Regularly surveys facility, grounds, and equipment and report issues, as necessary.
9. Maintains outside of facility by raking and cleaning sidewalks and entry areas of trash, leaves, with close attention to safety during inclement weather conditions.
10. Perform routine daily check of thermostats, air conditioner filters, night lights, etc. for proper temperatures sets.

Other Duties

1. Under the direction of the Director of Facilities, become familiar with vendor agreements for maintenance schedules of heating and cooling systems.
2. Ensures the security of buildings through locks and security system at beginning and end of each business day.
3. Keep supervisor informed of any safety concerns.
4. Responds to emergency problems if applicable to job functions.
5. Maintain skill and safety level to operate numerical calculations, cleaning equipment, precision tools, and manual and finger dexterity.
6. Performs other facilities duties upon request of supervisor and/or Director of Facilities or designee, including but not limited to routine and specific repairing of equipment, furniture, cabinetry, chairs, desks, file cabinets and fixtures, hanging objects, moving and assembling furniture/equipment.

A. PHYSICAL REQUIREMENTS:

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately to 10-30 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

B. WORK ENVIRONMENT:

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations
4. Exposure to artificial and/or natural light
5. Exposure to outdoor weather elements

APPLICATION PROCEDURE:

Please submit a completed employment application found at www.caresouth.org/jobs or the HR office, resume, and credentials via email to jobs@caresouth.org or deliver to the HR office. CareSouth is an EOE.

CLOSING: Tuesday, February 12, 2019 or until filled.