

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITAL - ATASCADERO
PLANT OPERATIONS**

JOB CLASSIFICATION: Building Maintenance Worker
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

A variety of semiskilled manual tasks in the alteration, maintenance, and repair of buildings and building facilities, may instruct, lead, or supervise casual workers, and other related work.

50 % **Knowledge of tools, equipment, and materials associated with general building practices.** Works with journeyman and leads subordinate workers in maintaining and repairing equipment, fixtures and infrastructure throughout our facility. **Has the physical agility to climb and work off ladders, work on his or her hands and knees for prolonged periods of time, lift and carry a minimum of 70 pounds, work unassisted if necessary and work standing throughout the work day. Requisitions for varied commodities are filled in a timely manner, accuracy is checked and orders are delivered to designated shops.**

35 % As required by immediate Supervisor, maintains accurate information on daily work orders and logs work orders. **Maintains and up keeps all tools, equipment and buildings associated with Plant Operations. Understands and follows all division of industrial safety and building codes when work is being performed in all areas of the facility.**

15 % **Maintains and follows proper tool control procedures. Understands and knows location of MSDS and protective gear and implements usage. Reads, understands and conforms to all Hospital Administrative Directives (A.D.'s) and Plant Operations policies.** Building Maintenance Worker may be assigned anywhere needed throughout Plant Operations.

2. SUPERVISION RECEIVED

The Building Maintenance Worker is under the direct supervision of the Utility Shops Supervisor through the Supervisor of Building Trades and the Chief of Plant Operations I.

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Common methods practices and materials used in the maintenance, and repair work of buildings and building facilities; various tools used in building maintenance and repair work and their proper employment and care.

ABILITY TO:

To do a variety of semiskilled maintenance and repair tasks; follow directions; prepare reports of work done; read and write at a level appropriate to the classification.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR (at facility option)

N/A

AGE SPECIFIC (at facility option)

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric ☐ Adolescent ☐ Adult ☐ Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR (at facility option)

N/A

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Maintains and repairs building fixtures and equipment, including windows, roof, doors, screens, drains, shelving. Small appliance repair, light bulb replacement and electrical repairs. Assists in movement of furniture; maintains and organizes work order logs; maintains tool control; requisitions supplies; does monthly reports as necessary; assists other tradesmen on various work projects; does other work as required and conforms to all Administrative Directives (A.D.'s). Maintains relationship security in the workplace.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Installation of bulletin boards, tile, light bulbs, light carpentry, concrete finishing, assist tradesmen in all aspects of building maintenance.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. - **NOT APPLICABLE** -

7. TRAINING – Training Category = 9

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date