

# Admission Director

## Job Description

**Job Title:** Maintenance Assistant

**Reports to:** Director of Maintenance

**Position Summary:** The primary purpose of your position is to assist the Maintenance Director with the day-to-day activities of the Maintenance Department in accordance with current federal, state, and local standards, guidelines and regulations governing our facility, and as may be directed by the Environmental Manager or the Administrator, to assure that our facility is maintained in a safe and comfortable manner.

### Major Duties and Critical Tasks

- Inspects and assist with repairs of HVAC equipment cooling units, heating units, hot water systems, ventilation equipment, and other standard equipment.
- Repairs and installs drywall including mudding, taping, and sanding.
- Paints walls.
- Performs minor plumbing repairs, including unplugging, repairing, and replacing toilets, lavatories, sinks and replacing faulty gate and ball valves.
- Shovels snow and scatters ice melt to insure safe passage for residents, public and other employees.
- Performs minor electrical repairs including replacing faulty outlets, switches and other electrical apparatus.
- Maintains established Hazardous Materials program as well as a Tag out, Lock out program.
- Performs general rough and finish carpentry as well as rough and finish concrete work.
- Coordinates daily maintenance services with nursing services when performing maintenance assignments in resident living and/or recreational areas.
- Performs administrative requirements (i.e., completing necessary forms, reports, etc.) and submit to the Facility Administrator as necessary.
- Insures an adequate supply of maintenance supplies is available to perform tasks.
- Insures equipment is cleaned and properly stored at the end of the shift.
- Performs other duties as assigned.

### Required Education and Experience:

- Ability to read, write, speak, and understand the English language.
- Ability to relate information concerning a resident's condition.
- Ability not to pose a direct threat to the health or safety of other individuals in the workplace.
- Skill in the use of the sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.

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- Ability to meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Ability to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of three feet and be able to push, pull, move, and/or carry such weight a minimum distance of three feet.
- Knowledge of current maintenance practices and procedures in the long-term care facility.
- Knowledge of modern management techniques.
- Knowledge of current personnel rules, regulations and the laws that govern personnel actions.
- Ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc., of the Maintenance Department.
- Skill in the use and operation of various hand tools and power equipment.

### **Working Environment/Physical and Sensory Requirements:**

- Works in office areas as well as throughout the facility.
- Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing, and pulling.
- Must be able to read, write, and speak the English language.
- Must be able to assist in the transfer residents in emergency evacuations.
- Interacts with residents, family members, staff, visitors, government agencies/ personnel, etc., under all conditions/ circumstances.
- Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.
- Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility.
- May be involved in community/civic health matters/ projects.

### **Receipt and Acknowledgment:**

I acknowledge and understand that:

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 that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties, tasks, work hours, and work requirements may be altered at any time. I agree to follow the instructions and duties as directed by management.

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Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, and the rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

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Employee Signature/Date

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Facility Signature/Date