

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSTION TITLE: MAINTENANCE WORKER II
REPORTS TO: PHYSICAL PLANT SUPERVISOR
OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

To provide maintenance/repair services to the facility building, equipment, systems, and grounds as required for the organization's operation, in a safe, timely and most economical manner.

QUALIFICATIONS:

Eligibility for the classification of Maintenance Worker II on the Missouri State Merit Register.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Perform preventative maintenance and monitoring activities on equipment as directed by Plant Maintenance Engineer I.
- Paint buildings and equipment; patch and plaster walls, repair or replace tiles and other wall coverings. Replace ceiling tile. Repair/replace door lock systems.
- Repair and construct wood or metal equipment, furniture, doors, shelves, floors, or other fixtures.
- Open stopped sewage or drain lines, replace and repair faucets, toilets, sinks, valves, water lines, and other plumbing equipment and fixtures.
- Repair electrical motors, generators, and communication equipment, perform more complex electrical work, with appropriate training and education.
- Repair boilers, HVAC units, refrigeration and cooling towers.
- Perform routine care and maintenance of facility vehicles and equipment.
- Position self and equipment under, in, around and over structures and objects.
- Operate various powered equipment (lawn tractor, snow blower, etc.) in the performance of assigned tasks' repair and maintain tools and equipment used.
- Participate in the maintenance of institutional grounds; plant and water trees, grass, flowers, shrubs; mow and trim lawn and hedges; weed flower beds, spray lawn, shrubs and trees with fertilizer and insecticide.
- Lift and move objects and supplies, climb ladders, work at high levels (30 feet or more) and use forklifts, power tools, motorized hydraulic jacks or related equipment.
- Possess a valid Missouri Driver's license and, as necessary, drive during day and/or nighttime hours both in town and on the highway.
- Work outdoors in extreme heat or cold temperatures.
- Coordinate the work of unskilled or semi-skilled workers involved in routine maintenance and labor work.
- Remove snow.
- Perform limited concrete work.
- Perform preventative maintenance on whirlpools, washers, dryers, oxygen equipment, and kitchen equipment such as dishwashers, ovens, stoves, etc.
- Make and install signs.
- Respond to internal and external disasters such as fires, tornadoes, etc, in order to protect residents, staff and property.
- Stand for long periods while completing assigned tasks.
- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Assist higher level maintenance staff in performing more complex maintenance repairs and construction activities.
- Welding and soldering may be required.

- Clean and organize work areas.
- Be on call for emergencies as needed.
- Assist in disaster events.
- Raise/lower flags.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, squatting, reaching both outwards and overhead, lifting and moving materials (occasionally in difficult work positions), repetitive motions, frequent washing of hands, and general physical activities requiring a full range of mobility in upper and lower body.
- Must be able to work with some physical discomfort due to temperature, dust, noise, occasionally in confined spaces, on ladders and rooftops, and in adverse weather conditions.

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 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.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____