



Campus Maintenance

Reports to: Human Resource

Classification: Non-Exempt

Status: Full time

Job Summary:

Responsible for maintaining the physical plant and campus, including keeping the essential mechanical, electrical and resident care equipment in safe, operating equipment.

Essential Functions:

1. Inspect, repair, and complete general maintenance on all areas of campus.
2. Perform routine preventative maintenance on buildings and systems, including HVAC, electrical, plumbing, fire and sprinkler systems, generators, landscape, and kitchen equipment.
1. Oversees safety program.
2. Coordinates and oversees activities of outside vendors and trades people in the construction, repair, and maintenance of the physical plant.
3. Sanitize, inventory, and maintain durable medical equipment as required by DME POS Standards.
4. Move administrative and patient equipment and furniture as necessary.
5. Maintain and beautify facility and grounds.
6. Is knowledgeable of all policies and procedures related to job performance.
7. Possesses knowledge of all federal and state regulations regarding safety and healthcare facility maintenance as applicable to hospice and ensures compliance.
8. Maintains tools and equipment to working order and keeps maintenance area in neat condition.
9. Other duties as assigned.
10. Attends mandatory meetings.

Job Requirements:

1. Must have valid driver's license and dependable transportation.
2. At least 2 years physical plant and equipment experience in an institutional setting.
3. Able to work independently, effectively manage time, and prioritize workload to meet specified deadlines.
4. Willing to become and maintain BLS certification.
5. Able to reach, bend, stoop, climb to perform repairs, use ladders, and lift 50 pounds.

Employee Signature: _____ **Date:** _____

Reviewed	Revised
	M.C. 1/26/07
	MC 10/15/08
	MC 2/3/09

	MC 2/25/11
	MC 5/5/11
	MC 2/25/17
	K Brown 5/26/2020