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# Job Title: General Maintenance Worker

**Department:** Operations

**Organization:**

High County Community Health (HCCH) is a federally funded Community and Migrant Health Center. The mission of the HCCH team is to provide quality, patient centered, culturally appropriate, affordable and compassionate care that serves the whole person. Our Integrated Care services are available in Avery, Burke, Surry and Watauga Counties and the surrounding rural communities.

**Immediate Supervisor Title:** COO

# Job Summary:

The General Maintenance Worker will perform general maintenance and repairs for assigned equipment and facilities including plumbing, electrical, basic carpentry, heating and cooling, and other building systems.

# Supervisory Responsibilities:

* None.

## Duties/Responsibilities:

* Inspects and identifies equipment or machines in need of repair.
* Troubleshoots issues to determine necessary repairs.
* Plans repair work using building’s blueprints or equipment manual as needed.
* Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
* Performs routine maintenance on building systems.
* Cleans and assists with upkeep of the facilities.
* Orders supplies and materials needed for repairs and maintenance.
* Performs other related duties as assigned.

## Required Skills/Abilities:

* Ability to follow instructions from supervisors or senior maintenance workers.
* Knowledge of general carpentry and repair.
* Ability to use hand tools and power tools.
* Excellent organizational and time management skills.

## Education and Experience:

* High school diploma or equivalent required.
* Related experience preferred.

## Physical Requirements:

* Prolonged periods standing and walking.
* Must be physically able to climb ladders, bend, or crawl into awkward spaces.
* Must be able to lift up to 50 pounds at a time.

**Training Requirements:**

Patient Centered Medical Home Orientation

CPR certification

HIPPA Compliance

OSHA

Overview of Motivational Interviewing and SBIRT model

New Employee Orientation

Annual training reviews

Trauma Informed Care

Cultural Sensitivity

Core Competencies

Customer Service Excellence

Quality Improvement

Other trainings as needed to meet the needs of the organization

\*HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HCCH conducts background checks on all final candidates. Employment is contingent upon a clear background check or approval of the CEO.

**I have read and understand this job description and certify that I can perform all the essential functions of this job. I have received a copy of the job description.**

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Employee Signature Date

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Supervisor Date