

**MAVERICK COUNTY HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: FACILITY MAINTENANCE AND TRANSPORTATION
DEPARTMENT: MAINTENANCE OF OFFICE BUILDING
STATUS: FULL TIME, NON-EXEMPT
REPORTS TO: Maintenance Office Building Director

SUMMARY

Maverick County Hospital District is in search of a proactive Facility Maintenance and Transportation Officer to join our vibrant team. This role is instrumental in maintaining the safety, functionality, and efficiency of our hospital's infrastructure and transportation assets. The successful candidate will excel in a multitasking environment, demonstrating keen attention to detail and an unwavering commitment to ensuring a safe and productive facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintenance Duties:

- Conduct regular inspections of the hospital facilities to identify and address potential issues promptly.
- Undertake routine maintenance tasks, including addressing plumbing, electrical, and HVAC requirements.
- Respond swiftly to urgent maintenance issues to prevent further complications.
- Collaborate with various departments to facilitate the seamless functioning of machinery and equipment.
- Implement preventative maintenance programs to circumvent potential disruptions and avoid expensive repairs.

Transportation Duties:

- Supervise the hospital's transportation fleet, ensuring regular maintenance, safety checks, and smooth operations.
- Coordinate the logistics of transportation, facilitating the swift and secure transfer of hospital assets, supplies, and personnel.
- Develop and uphold transportation safety protocols to protect hospital staff, patients, and assets.
- Manage relationships with transportation vendors, ensuring alignment with the hospital's standards and budgetary guidelines.
- Oversee documentation and licensing procedures related to transportation activities, ensuring compliance with relevant regulations.

General Duties:

- Adhere to all policies, guidelines, and industry regulations set by Maverick County Hospital District.
- Collaborate with the MOB Director to craft budget plans, policy developments, and operational strategies for the department.
- Assist in crafting and updating policies and procedures pertaining to maintenance and transportation operations.
- React promptly to emergencies, implementing strategies to mitigate damage and prevent future occurrences.
-

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory role.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **EDUCATION and/or EXPERIENCE:** High school diploma or equivalent. Previous experience in transportation, custodial services, or a related role preferred. Knowledge of proper cleaning techniques and use of cleaning agents.
- **SKILLS:** Attention to detail and commitment to maintaining high cleanliness standards. Ability to work independently and efficiently in a fast-paced environment. Strong communication skills and ability to follow instructions. Understanding of infection control practices and protocols. Physical ability to perform tasks such as lifting, bending, and standing for extended periods.

CERTIFICATES, LICENSES, REGISTRATIONS: None

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work; and to work closely with others as part of a team. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.

Employee

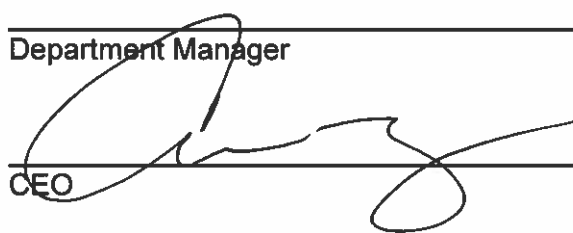
Date

Department Manager

Date

CEO

Date



9/11/23