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|  | **POSITION:**  Reports to:  Approved:  Revised:  Department:  FLSA: | JOB DESCRIPTION  **General Maintenance Worker**  Clinic Manager  November 11, 2020  November 11, 2020  Clinical  Non-Exempt |

**Basic Function:** Reporting under the Clinic Manager, the general maintenance worker is responsible for general upkeep and groundskeeping of the clinic. This position will be in charge of keeping the building and grounds looking clean and maintaining a safe environment for staff and patients. This position requires knowledge of general handyman maintenance work, minimal landscaping, and will work collaboratively with other staff to perform tasks needed to improve the building and workspaces. This position may be flexible – working 5-10 hours over 5-6 business days.

**Essential Functions:**

1. Landscaping of the grounds including, but not limited to: mowing the grass, salting the walkways, sweeping/cleaning parking lots, retrieving and disposing of litter on the premises.
2. General repairs that do not require a specialized technician such as replacing air filters, repairing drywall, cabinets, and other building fixtures.
3. Troubleshoot issues to determine necessary repairs.
4. Perform minor remodeling tasks while keep the integrity of the building intact, such as installing or removing shelves or wall art.
5. May perform minor plumbing and/or electrical tasks.
6. Records maintenance logs.
7. Protects patient confidentiality, making sure protected health information is secure through all mediums, including but not limited to: paper, virtual, visual and auditory.
8. Specialty tasks assigned by supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Qualifications:**

1. Detail oriented, organized, professional, and the ability to multi-task.
2. Reliability and strong attention to detail.
3. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Creek Valley Health Clinic’s security and privacy policies.
4. Ability to read, write and speak clearly (English).

**Preferred Qualifications:**

1. High school diploma or equivalent.
2. Experience in an outpatient clinic, FQHC, RHC, or other healthcare setting.
3. Experience in groundskeeping and general maintenance work.
4. Firm understanding of Colorado City, Hildale, and the surrounding area.

**Physical Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Medical Clinical Staff - All Levels** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  | **X** |  |
| **Vision - near** |  |  |  | **X** |
| **Vision – w/assistance** |  |  |  | **X** |
| **Walk** |  |  | **X** |  |
| **Sit** |  | **X** |  |  |
| **Handling** |  |  |  | **X** |
| **Reach outward** |  |  | **X** |  |
| **Reach above shoulder** |  |  | **X** |  |
| **Climb** |  | **X** |  |  |
| **Crawl** |  | **X** |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  | **X** |  |  |
| **Lift/Carry** |  |  |  |  |
| **10 lbs or less** |  | **X** |  |  |
| **11-20 lbs** |  | **X** |  |  |
| **21-50 lbs** |  | **X** |  |  |
| **51-100 lbs** |  | **X** |  |  |
| **Over 100 lbs** |  | **X** |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** |  | **X** |  |  |
| **41-100 lbs** |  | **X** |  |  |
|  |  |  |  |  |
| Not applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hrs per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hrs) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hrs +) | | | |

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category I.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel 🗵 is □is not required. It is anticipated that travel will be:

🗵 5% – 10% □ 50%-75%

□ 10% – 25% □ 75% - 90%

□ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Creek Valley Health Clinic will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

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Print Name Signature Date