



## Job Description Director of Maintenance Services

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Employee's Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Department: Maintenance

Reports To: Administrator

**Definition:** The Director of Maintenance Services is responsible to plan, organize, establish, administer, and implement a maintenance service program that will reflect the Philosophy of Care of TBH and cooperate with all disciplines to provide for the maximum physical, mental, emotional, social and spiritual well-being of each resident.

### Expectations of All Employees:

- **Information:** Personnel file is current and updated as needed; including but not limited to, initial physical examination, credentialing certificates and licensure, current home phone number and address.
- **Ministry Loyalty:** Loyal to The Baptist Home in personal and work experiences. Familiar, supportive and demonstrative of The Baptist Home Philosophy of Care, Mission, Vision and Core Values Statements.
- **Resident Relations:** Familiar with Resident Rights, Committed to keeping resident information confidential, committed to the practice of Validation Therapy as a means of communication with residents. Practices courtesy and respect in relations to residents, families and guests of The Baptist Home.
- **Teamship:** Understanding and practice of good team skills among coworkers. Conducts oneself in a mature, positive, progressive and professional manner. Committed to keeping coworker personal information confidential. Practices courtesy and respect in relations to coworkers.
- **Work Habits:** Neat and Clean in appearance. Ability to understand and follow instructions. Flexible in job assignments. Demonstrates organization skills. Prompt and consistent attendance. Characterized by honesty, integrity and confidence. Shows initiative and creativity in work assignments. Acceptable communication and public relations skills. Demonstrates effective use of work time.
- **Workplace Safety:** Practice safety; including but not limited to, proper hand washing; obeying OSHA, state and TBH workplace safety regulations, policies and procedures and maintaining uncluttered, clean and safe work environment.

### QUALIFICATIONS

1. High School Diploma or GED.
2. A basic and essential knowledge of maintenance and the use of equipment in a safe, efficient and effective manner.
3. Ability to oversee the total maintenance program including, buildings, equipment and lawn work.
4. An essential knowledge of electrical, mechanical, plumbing and general maintenance.
5. A working knowledge of simple accounting and inventory procedures as it applies to the Maintenance Department.
6. Ability to order supplies and other items as necessary for the Maintenance Department to operate efficiently.
7. Ability to supervise and schedule work assignments for subordinates.
8. An essential knowledge and practice of safety measures.
9. Sufficient typing, computer and documenting skills.

## Responsibilities and Tasks

1. Plan, implement and document a preventive maintenance program on building and equipment.
2. Perform remodeling and redecorating assignments.
3. Plan, assist and document regular fire drills according to state regulations.
4. Maintain and document water temperature, fire extinguisher, smoke detector, fire manual pull boxes, exit signs, fire escape doors, sprinkler system, emergency lighting, and emergency generator inspections as scheduled.
5. Remove snow and slippery areas from sidewalks, driveways and parking areas.
6. Maintain a MSDS Notebook on all hazardous chemicals according to OSHA standards.
7. Train subordinates in use of safety standards.
8. Plan, assist and document a facility disaster plan.
9. Plan and implement a safe and regular landscaping and yard maintenance program.
10. Operate tools safely, keep tools and equipment in proper repair and return to proper storage area after use.
11. Leave work areas clean, safe and orderly.
12. Be on call for emergency maintenance.
13. Practice safety measures around residents and staff at all times.
14. Repair furnishings and equipment as needed.
15. Observe and report maintenance needs to the Administrator.
16. Participate in staff, safety; in-service and specific work related meetings.

I have read this job description and fully understand the requirements set forth herein including the attachment, "Essential Functions & Demands of the Job." I am not aware of any physical, mental, emotional or social condition that keeps me from performing the essential functions and demands of the job. I have been truthful in the reporting my qualifications for the job as described herein. I hereby accept the position as defined and agree to perform the identified expectations, tasks, responsibilities and functions in a safe manner and in accordance with the facility's established policy and procedures.

I understand this job description is not intended to create a contract of employment between The Baptist Home and any employee. Employment with The Baptist Home is "at-will" and for no definite period of time. This employment "at-will" relationship remains in effect regardless of any statement made by written or oral communication by or to you.

I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures.

I understand this job description is subject to review and revision at any time and is not intended to be a complete description of work performed. By signing below, the employee acknowledges the receipt and understanding of this job description and commits to its implementation to the best of their ability.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_