

KAIROS

Administrative Offices
715 S.W. Ramsey Ave., Grants Pass, OR 97527
(541) 956-4943 Fax (541) 956-5463

The moment when change is possible

JOB DESCRIPTION

JOB TITLE:	MAINTENANCE SPECIALIST
RANGE:	S9
PROGRAM:	SPAN
SUPERVISOR:	ENVIRONMENT OF CARE MANAGER
FLSA STATUS:	NON-EXEMPT
DEGREE OF SUPERVISION:	FORMAL SUPERVISORY SESSIONS SCHEDULED BI-WEEKLY OR AS NEEDED
PRIMARY PURPOSE:	This position is responsible for performing diversified duties to install, troubleshoot, repair and maintain facilities and equipment according to safety, maintenance systems and processes.
POSITIONS SUPERVISED:	NONE
EDUCATION AND EXPERIENCE:	Two years maintenance experience, demonstrated skills using maintenance tools and equipment, demonstrated communication skills.

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current Nonviolent Crisis Intervention (NCI) Certification and demonstrate proficiency in Nonviolent Crisis Intervention (NCI) Certification procedures.
4. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification.

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Ensure that the physical plant, furnishings, equipment, grounds, landscaping, vehicles and living environment are in safe condition and in good repair through the work order process.
- B. Conduct regular safety checks and maintenance on the various systems including water, heating/cooling, electrical and safety.
- C. Maintain documentation of all various maintenance, surveillance, building, vehicle, contractor, and vendor activities/functions.
- D. Coordinate refurbishment and purchase of replacement items, tools, and equipment.
- E. Ensure compliance with life safety, general safety, and sanitation requirements.
- F. Coordinate and participate in major repairs and renovations with the Environment of Care team to meet budgetary requirements and ensure regulatory compliance.
- G. Participate in continuous quality improvement and assurance activities.
- H. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.
- I. Demonstrate alignment with the philosophy of Collaborative Problem Solving (CPS) and ability/discipline to utilize Collaborative Problem Solving (CPS) communication approaches in interactions with youth and young adults, families, staff, and community partners.
- J. Abide by ethical codes, mission, values, and professional standards, including confidentiality.
- K. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- L. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- M. Comply with all federal, state and agency health and safety reporting requirements.

Other Duties:

- A. Perform other related work as assigned.
- B. Attend trainings and meetings as assigned. May be appointed to committees.

Attendance:

- A. Maintain prompt and regular attendance in accordance with company policy.
- B. Ability to be flexible and adjust schedule as necessary to fit program needs and meet the needs of youth and their families.

Physical Demands: The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the staff person is regularly required to use hands to type, handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 45 pounds and occasionally lift and/or move more than 60 pounds. Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions: The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____