



Columbine Health Systems

MAINTENANCE SUPERVISOR

Summary: Responsible for maintaining and repairing physical structures of buildings, site property, equipment and grounds. Coordinates maintenance and repair activities with other Columbine facilities.

Essential Duties and Responsibilities include the following. All other duties as assigned.

- Requisitions supplies and equipment for use in maintenance.
- Coordinates maintenance work with other department functions to maintain normal business function.
- Advises and consults with building Administrator and Management Facility Superintendent on needed maintenance and repairs pertaining to structure, grounds and equipment.
- Regularly inspects equipment and systems to ensure safe and proper functioning including fire sprinklers, fire alarm systems and fire doors. Work in conjunction with Columbine's Fire/Sprinkler inspector on proper inspections and documentation.
- Inspects building and grounds to ensure compliance with local codes, ordinances and safety regulations.
- Prepare and submit related reports as directed by the Administrator.
- Attend all department and in-service meetings as requested.
- Performs all duties pertaining to electricity, plumbing, painting, carpentry, mechanics, masonry, furnishings of the buildings and heating systems as directed by the Administrator.
- Maintains availability for on-call emergencies.
- Completes work orders in a timely manner and submit completed documents to Administrator weekly.
- Assists with ground maintenance activities, such as snow removal.
- Lawn sprinkler system repairs.
- Room turnovers, painting, drywall repairs and floor repairs.

- Tests fire alarm system, Extinguishers, Eyewash stations and Generators monthly and fire sprinkler systems weekly.
- Conducts general maintenance and upkeep of buildings including roof top units, belts and filters.
- Assists in moving furniture and unloading and storing supplies.
- Requisitions tools, equipment, and supplies.
- Inspects completed work for conformance to blueprints, specifications, and standards.
- Interprets company policies and enforces safety regulations.
- Establishes or adjusts work procedures to meet production schedules.
- Analyzes and resolves work problems or assists in solving work problems.
- Initiates or suggests plans to achieve work goals.
- Maintains time and production records.
- Maintains up to date SOS Safety Books.
- Maintain and schedule safety inspections for Safety Equipment, Elevators, Generators and Boilers with third party inspectors.
- Confers with department heads to coordinate the maintenance needs of individual departments.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be at least 21 years old and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have current driver's license and continuously to meet company driving standards.

Education and/or Experience: High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Must have strong background in plumbing, carpentry, HVAC systems, electrical systems and wiring, fire panel, as well as paint and drywall repair. Knowledge of building maintenance and repair methods, materials, tools and equipment.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Read, write, comprehend and speak the English language.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: The physical demands described here 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move 50 pounds, occasionally up to 85 pounds and occasionally grip up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here 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.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts; extreme heat and risk of electrical shock. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate. Subject to frequent interruptions. Subject to hostile and emotional residents, family members, and visitors. Subject to end-of-life situations.

I understand the description of this job and the essential functions. I will perform those above and all other related duties as directed by my supervisor and management.

Employee Print Name: _____

Signature of Employee: _____ Date: _____