

THE MYRON STRATTON HOME

Position Description

Position Title: Building Maintenance II

Department: Maintenance Position Answers to: Maintenance Supervisor

Position Pay Range: \$27.11 - \$29.32 per hour

Position Summary: Responsible for coordination of room renovations, assisting in building maintenance, as well as HVAC, electrical, and refrigeration equipment maintenance. Creates a safe working environment for residents, staff and visitors of The Myron Stratton Home.

Primary Job Duties

<i>Essential Functions</i>
Coordinates all room renovations on property, under the direction of the Maintenance Supervisor/Director, to include: monitoring renovation assignments, scheduling vendors, checking for quality of completed tasks, ensuring the assignments are done in a timely manner, and providing regular status updates to Maintenance Supervisor/Director to meet renovation deadlines.
Trains on and assists with HVAC and refrigeration equipment to include: preventive maintenance, inspections, lubrications, cleanings and tests, service records, replacement of needed parts and components to ensure proper and efficient operation; using proper safety equipment.
Safely performs maintenance on all buildings in the areas of: painting, carpentry, masonry, hardware repair, locks, plumbing, heating, ceramic tile work, concrete finishing, fire monitoring/suppression equipment systems, and elevators.
Performs electrical and mechanical maintenance and tests, in accordance with operator manuals, on: pumps, motors, blowers, steam boilers, hot water heating systems; maintains DDC (direct digital controls) and pneumatic control systems.
Maintains safe, secure, and healthy working environment by adhering to organization standards and policies and to codes; alerting others regarding potential concerns.
Improves HVAC and electrical knowledge through: attending staff training, industry training sessions, and reading technical publications.

Duties and Tasks: Follows existing policies, practices and procedures. Refers questions and problems through appropriate chain of command. Identifies and reports quality concerns. Completes other reasonable duties at the discretion of management.

Qualifications: To perform this job successfully, an individual must 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.

QUALIFICATIONS	Required or Preferred
<i>EDUCATION</i>	
High School or GED	Required
HVAC Experience	Preferred
<i>LICENSE</i>	
Valid Driver's License	Required
<i>WORK EXPERIENCE</i>	
Building Maintenance and room renovation experience – 3 years or more	Required
Knowledge of HVAC equipment service	Preferred
<i>SKILLS</i>	
Knowledge and skill to successfully manage the completion of property room renovations in a timely manner	High
Must have good relationship with co-workers, supervisor and other departments.	High
Must have excellent organizational skills.	High
Conducting test and inspections of products, services, or processes to evaluate quality of performance.	Medium
Knowledge of basic electrical principles	Medium
Must have good oral and written communications skills	Medium
Must be able to stand for extended periods of time: able to lift and carry heavy objects: able to stoop, kneel and reach in high places.	Medium
Ability to understand, follow and give written and oral instructions.	Medium
Have the ability to hear and talk with resident's other staff and the general public.	Medium

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.

Work Environment	Rarely	Occasionally	Frequently
Extreme cold		X	
Extreme heat			X
Humidity/wet		X	
Noise			X
Hazardous materials		X	

Temperature changes		X	
Atmospheric changes/conditions		X	
Vibrations		X	

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. Meeting the essential functions of the job will require light to moderate work.

Physical Demand	Rarely	Occasionally	Frequently
Carrying			X
Climbing/climbing stairs			X
Crouching			X
Grasping/Gripping			X
Handling			X
Kneeling			X
Lifting (floor to waist & overhead)		X	
Pinch		X	
Pulling (Horizontal)		X	
Pulling (Vertical)			X
Pushing (Horizontal & Vertical)		X	
Reaching (Abduction & Adduction)		X	
Reaching (Forward)			X
Reading		X	
Repetitive Motions		X	
Sitting		X	
Standing			X
Stooping		X	
Vision (Far)		X	
Vision (Near)			X
Walking			X
Wrist Deviation (full rotation)		X	

The following *Competencies* are an integral part of the functions for this position:

Competency	Description
Leadership Skills	Does not manage employees, but may mentor and/or direct subordinates.
Analytical Thinking	Diagnoses issues using a systematic and methodical approach.

Company Knowledge	Understands how his/her team contributes to the department to meet the goals defined.
Business Impact	Responsible for the team meeting goals and objectives.
Functional Knowledge	Understands his/her discipline and good conceptualization of processes.
Managing Change	Implements changes provided by management.
Job Impact	Work team and other connected work teams.
Strategic Responsibility	Contributes to strategy for his/her team.
Influence	Develops respect for ideas and proposals within the department.
Collaboration	Maintains mutually beneficial partnerships with other functions.
Problem Solving	Arrives at a conclusion based on previous experience and good judgment.
Communication Skills	Advanced communication skill involving complicated topics.

Additional Expectations of the position:

Performs grounds maintenance tasks when required, to include snow removal, lawn mowing and irrigation maintenance as needed.

Works overtime as required due to emergencies, weather related and/or special events as needed.

Upon request, may perform additional essential functions as assigned and assist other employees including disabled employees, in meeting the minimum requirement of their jobs as required.

The Myron Stratton Home is required to follow all CDPHE mandates required of Assisted Living Facilities operating under a State CDPHE license.

New hires must present proof of COVID-19 vaccination (fully vaccinated or up to date) at the time of job offer.

Unvaccinated new hire individuals must comply with CDPHE guidelines as follows:

- Wear a well-fitting facemask (covering your mouth AND nose) when indoors and/or in the company of others.
- Participate in COVID-19 testing per CDPHE testing guidelines.
- Complete daily employee temperature and symptom tracking sheets (self-report) and exposure tracking sheets (self-report).
- Maintain six-foot Social Distancing when not necessary to perform job duties.
- Use additional Personal Protective Equipment (PPE), when applicable.

Adherence to ALL relevant sector CDPHE guidelines in effect as may change in the future.

You will be asked to provide the following upon offer of employment:

1. Authorization to work in the United States
2. Authorization to request a Criminal Background report
3. Authorization to request a Colorado Adult Protective Services background report (in the case of position of direct resident care-such as nursing).
4. Authorization to request a Drug Screening report
5. Authorization to request a Driver's Motor Vehicle background report (in the case of a position that will be driving company/business vehicles).

If you are interested in this position, you may apply by doing one of the following:

- Submit your resume to myronstratton@myron.org
- Visit the Office at 555 Gold Pass Heights Colorado Springs CO 80906
- Visit the Home's website at www.myronstrattonhome.org