



# Wallowa County Health Care District

**JOB TITLE: Maintenance Technician**

**FLSA STATUS: Non-Exempt - Union**

**DEPARTMENT: Plant Services**

**DATE: January, 2020**

**REPORTS TO: Plant Services Director**

**APPROVED BY: Plant Services Director**

## **JOB SUMMARY:**

Performs maintenance, inspections and repairs on building, equipment and grounds. Works with minimum of supervision to detect problems and initiate actions to maintain the facility in optimal operating condition.

## **MISSION, VISION & VALUES:**

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Inspect building and mechanical plant on scheduled basis.
- Perform scheduled preventive maintenance procedures.
- Respond to approved work orders as directed by supervisor.

## **QUALIFICATIONS & EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High school diploma or equivalent education preferred.

## **CORE COMPETENCIES:**

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

## **POSITION SPECIFIC COMPETENCIES:**

- Language Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and Blue Prints. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.
- Mathematical Skills - Ability to subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Reasoning Ability - Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.



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- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Repairing — Repairing machines or systems using the needed tools.
- Troubleshooting — Determining causes of operating errors and deciding what to do about it.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Equipment Selection — Determining the kind of tools and equipment needed to do a job.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Operation and Control — Controlling operations of equipment or systems.
- Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Installation — Installing equipment, machines, wiring, or programs to meet specifications.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those that 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 outside weather conditions, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and risk of radiation. The noise level in the work environment can be very loud.

## **WCHCD CODE of CONDUCT & CONFIDENTIALITY STATEMENT:**

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.



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I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately through the compliance reporting process.

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I have read and understand the above job description.

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**Employee Signature**

**Date**