

Champaign County Job Description

Job Title: Director of Maintenance
Department: Environmental Services
Reports to: Nursing Home Administrator
FLSA Status: Exempt
Prepared Date: April, 2005

POSITION PURPOSE

Coordinates maintenance to ensure a safe environment for residents of the Champaign County Nursing Home.

NATURE AND SCOPE

The Champaign County Nursing Home, owned by the County, is a 243-bed licensed facility providing skilled, intermediate and shelter care to its residents as well as adult and child day care services.

The Director of Maintenance reports to the Nursing Home Administrator. Reporting to this position are three Maintenance Workers. The incumbent hires, directs, evaluates and when necessary, disciplines maintenance staff. The Nursing Home Administrator makes final decisions regarding discharge of staff.

The Director of Maintenance is responsible for preventative maintenance and maintenance of the Nursing Home's air conditioning, refrigeration, plumbing, electrical and communication systems. The Director coordinates remodeling and redecorating projects. The incumbent also ensures the effectiveness of waste disposal, snow removal and pest control.

The minimum qualifications necessary to effectively perform the duties of this position are completion of four years of high school; supplemented by 5 to 7 years' maintenance experience preferably in a long-term care facility or an acceptable equivalent combination of education and experience. Ability to perform routine mechanical and structural repairs, to read blueprints and electric schematics, and a working knowledge of safety and sanitation regulations, OSHA Standards and Life Safety Codes are required. Adherence to the principals of resident rights, resident and employee confidentiality, EEO and ADA required. Supervisory experience preferred.

PRINCIPAL ACCOUNTABILITIES

Oversees maintenance of plumbing, heating and cooling, refrigeration, electrical and communication systems.

Coordinates remodeling and redecorating projects.

Ensures that smoke and heat detectors and fire alarm systems are in optimal working order.

Oversees snow and waste removal and pest control.

Supervises delivery of freight.