



Position Description

UTILITY MAINTENANCE

Entity: Masonic Homes of California **Payroll Type:** Non-Exempt
Department: Facility Services/Environmental Services **Supervisor:** No
Reports To: Environmental Services Supervisor **Work Status:** Full Time
Location of Job: Union City **Revised:** 3/30/2016

Position Held By: **Regular Hours:** Full Time

Schedule: Varies
Occasional overtime, some weekends and evenings may be required

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Performs assigned custodial tasks within the Masonic Home as directed.

ESSENTIAL FUNCTIONS

- Cleans assigned areas according to schedules and instruction.
- Cleans and disinfects areas as assigned, to include furniture, walls, bathrooms, offices, exam rooms, resident rooms, utility rooms, common areas, glass, elevators, doors, stairways, nursing stations, linen closets, and any other surface or area requiring cleaning or disinfecting.
- Cleans designated outside areas as assigned, emptying cigarette ash receptacles and exterior trash receptacles used by residents or staff.

- Cleans, scrubs and refinishes hard floors as required, using appropriate custodial equipment.
- Shampoos, extracts, and spot-clean carpets using appropriate custodial equipment.
- Properly cleans biohazard spills as instructed, maintaining a safe and sanitary area while cleaning such spills.
- Always puts out “wet floor” signs prior to wet mopping or in case of liquid floor spills. Always removes “wet floor” signs promptly when floors are dry.
- Cleans wheel chairs, Geri chairs, and any other resident type mobile equipment.
- Removes and re-hangs drapes, curtains, and partitions. Clean mini blinds or vertical blinds, as required. Delivers and picks up drapes cleaned by the laundry department.
- Maintains custodial equipment as required by the management, including minor maintenance, preventive maintenance, and assembly of equipment and minor safety inspections of common custodial equipment.
- Picks up any and all trash as directed or scheduled replacing liners as necessary while maintaining the trash receptacle sanitation. This includes any and all trash receptacles located in the exterior of the building.
- Moves furniture and sets up apartments, offices and common areas for residents, staff, and Administration. Sets up and moves furniture for recreational, therapeutic, residential, staff and administrative functions as requested.
- Understands, learns and follows all Safety Data Sheets as written.
- Receives and follows maintenance schedules/instructions from supervisor and as outlined in established maintenance procedures.
- Follows established safety procedures and precautions in the performance of maintenance duties.
- Maintains inventory, materials on hand used.
- Reports equipment malfunction or breakdown and defective equipment to a supervisor as soon as possible, if unable to correct.
- Answers all alarms when a Maintenance Mechanic is not on duty.
- Maintains good working relationship with co-workers.
- Performs other duties as assigned.
- Regular attendance.

Expectations:

- Completes work and projects in a timely manner, as determined by supervisor/manager.
- Follows through on assigned work orders and projects to completion. Communicates to management any problems or issues that are encountered.
- Regularly identifies and reports necessary facility or equipment issues to management.
- Seeks additional work when assigned work and projects are completed.
- Takes care in completing quality work in a professional manner.
- Follows direction from supervisor, learns by following directions and policies established.
- Flexible in covering other shifts and schedules as needed.

SKILLS, ABILITIES AND EXPERIENCE

- Two years experience in building maintenance.
- Ability to respond to emergency calls that occur after normal working hours.
- Ability to climb and work from ladders.

- Lifting materials up to 50 pounds.
- Ability to read, speak, and write clearly in English.

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- Requires a valid California Driver's License.

OBRA & TITLE 22 REQUIREMENTS

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

EQUIPMENT/MACHINES/WORK AIDS

Janitor/housekeeper carts	Vacuum	Mops and buckets
Wet floor signs	Cleaning chemicals	Stepladders
High/Low dusting equipment	Dust pans	Brushes
Brooms	Floor Scrubber	Carpet Extractor
Shop Vac	Blowers	Flat Bed Carts
Dollies		

ENVIRONMENTAL CONDITIONS

Temperature controlled, indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing - Continuously - up to 10 minutes
- Walking - Continuously- up to 4 hours
- Sitting - Occasionally - up to 15 minutes
- Lifting -Frequently - (over 60 lbs.)
- Bending -Frequently - up to 2 minutes
- Lying - Never
- Twisting - Frequently
- Reaching/Stretching – Rarely
- Pushing, Pulling, Dragging -Occasionally - 50 yards
- Climbing - Occasionally - 5 minute
- Balancing – Never
- Kneeling/Crouching/Squatting -Occasionally - up to 5 minutes
- Use of feet (other than walking) – Occasionally

- Use of hands - Requires simple grasping, firm grasping or fine manipulation with dominant/non-dominant hand or with both hands.
- Hearing -Requires the ability to hear at close proximity (0-5 feet), at a distance up to 20 feet and to hear in both ears.
- Vision - Requires clarity of vision at 20 inches or less, 20 feet or more, accommodation of eye to focus clearly at varying distances; ability to judge distances and spatial relationship.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

MHC at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.

Employee

Supervisor

Date Signed

Date Signed