



**Today's Date:** August 14, 2018

**Job Listing:** General Maintenance Worker Position: Full Time-Ottumwa, Iowa.

**Duties:** Maintains, services and conducts minor repairs on buildings and equipment. Performs a variety of semiskilled duties in the areas of plumbing, carpentry, painting, plastering, machine servicing or electrical. Complies with established safety guidelines and procedures. Possesses a moderate understanding of general aspects of the job.

**DUTIES AND RESPONSIBILITIES:**

1. Perform minor building, HVAC, plumbing, electrical, filling gaps on walls and painting repairs as necessary
2. Maintain grounds, including landscape and yard upkeep, trimming, edging, mowing lawn, snow removal, etc.
3. Install appliances and equipment
4. Conducting routine inspections of premises and equipment.
5. Performs basic routine maintenance.
6. Implement preventative maintenance measures
7. Perform minor fixes such as repairing broken locks, etc.
8. Replace ceiling tiles and identifies locations for future leaks.
9. Conduct maintenance tasks such as replacing light bulbs
10. Inspect and troubleshoot equipment and systems (e.g. ventilation)
11. Check functionality of safety systems (e.g. fire alarm)
12. Check control panels and electrical wiring to identify issues
13. Maintain inventory of repair equipment and supplies
14. Maintain and organize maintenance & custodial storage areas.
15. Respond quickly in the event of an emergency, notify appropriate personnel and follow safety protocol
16. Overseeing contractors when professional repairs are necessary.
17. Collaborate with workers and other professionals during renovations
18. Complies with Corporate Compliance Program policies and code of conduct, and all laws, rules and regulations relating to the position. Has a duty to report any suspected violations of the law or the standards of conduct to his/her immediate supervisor, the HR Director, or the Compliance Officer.

19. Report to CFO/COO regarding issues resolved, those needing attention, and those currently in progress
20. Other duties and projects as assigned.

### **MINIMUM QUALIFICATIONS:**

1. Education: High school diploma or GED equivalent is required. Related degree from a technical college is desired.
2. Satisfactory results from a comprehensive criminal records check, child/dependent adult abuse registry check and pre-employment drug screen.

### **Knowledge, Skills and Abilities**

1. Must have ability to handle confidential information on a need-to-know basis as defined by RHCHC.
2. Requires the ability to work without direct supervision. The work is in a field where only general methods or policies are defined.
3. Ability to use common tools such as hammers, hoists, saws, drills, and wrenches.
4. Basic knowledge of HVAC, plumbing and electrical systems
5. Experience using hand and power tools
6. Ability to read technical manuals and drawings
7. Very good communication and interpersonal skills
8. Physical stamina and dexterity
9. Ability to take apart equipment, or devices to remove and replace defective parts.
10. Ability to check blueprints, repair manuals, or parts catalogs as necessary.
11. Experience with precision measuring instruments or electronic testing devices.
12. Experience performing routine maintenance.
13. Strong organizational and follow up skills.
14. Eye for detail.
15. Professional presentation and attitude.
16. Ability to maintain focus while working individually.
17. Strong time management skills.
18. General passion for creative problem-solving

### **Physical Requirements:**

1. Required to stand or walk for long periods of time.
2. Required to be able to write legibly and to read printed or handwritten materials.
3. Ability to communicate and respond effectively.
4. Required reaching with hands and arms.
5. Required to crouch, kneel, stoop or bend on a frequent basis.
6. Required to assist with lifting, transferring or repositioning supplies or equipment.
7. May need to assist with moving or lifting >50 pounds.
8. Requires visual acuity to perform required tasks.

**Pay and Benefits:** River Hills Community Health Center offers competitive salaries and a full benefit package that includes Paid Time Off, Holiday Pay, Health/Dental Insurance, Short Term Disability, Life Insurance and 403(b) retirement savings with match.

**Hours:** Monday through Friday 8:00 am. to 5:00 p.m.

**Supervisor:** Chief Operations Officer

**Deadline:** Submit resume with cover letter and three references (via e-mail) to Steve Haigh, HR Director at [recruiting@riverhillshealth.org](mailto:recruiting@riverhillshealth.org)

This position will remain open until a pool of qualified applicants is received.

**Or, Mail to:**

River Hills CHC  
PO Box 458  
Ottumwa, Iowa 52501