



MESCALERO CARE CENTER
SKILLED NURSING – ASSISTED LIVING
PO Box 359
454 Lipan Avenue
Mescalero, NM 88340
PH: 575-464-4802 FX: 575-464-4808

****Applications and/or resumes can be submitted at Mescalero Care Center or emailed to mcchr@mescaleroapachetribe.com****

Position Title: Maintenance Assistant	
Department: Mescalero Care Center	
Employment Status: Non-Exempt	Grade: NE4 (\$14.00/Hr)
Opening Date: January 6, 2024	Closing Date: Open Until Filled

Job Summary

The primary purpose of this job position is to maintain the grounds, facility, equipment in a safe and efficient manner in accordance with current applicable federal, state, and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by the maintenance supervisor, to assure that a successful maintenance program is maintained at all times.

Duties & Responsibilities

- Ensure that maintenance schedules are followed as outlined for respective shift or area.
- Report all accidents/incidents to your supervisor no matter how minor they may be. (NOTE: Such occurrences must be reported on the shift in which they occur.)
- Coordinate daily maintenance services with nursing services when performing routine assignments in resident living areas.
- Other related duties as may become necessary or as directed by your supervisor, department director, and/or administrator.
- Agree not to disclose assigned user ID code and password for accessing resident/facility information and promptly report suspected or known violations of such disclosure to the Administrator.
- Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Report any known or suspected unauthorized attempt to access facility's information system.
- Attend departmental and staff meetings as directed or called.
- Perform specific tasks in accordance with daily work assignments.
- File complaints/grievances with your supervisor.
- Report known or suspected incidents of fraud to the Administrator.
- Ensure that departmental computer workstations left unattended are properly logged off or the password protected automatic screen-saver activates within established facility policy guidelines.
- Participate and assist in department studies and projects as directed.

- Attend and participate in in-service educational classes and on-the-job training programs, etc., as scheduled or as directed.
- Attend and participate in workshops, seminars, etc., as directed.
- Attend and participate in annual facility in-service training programs as scheduled (e.g., OSHA, TB, HIPAA, Abuse Prevention, Safety, etc.).
- Follow established fire safety policies and procedures.
- Follow all established safety procedures and precautions when performing maintenance services.
- Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving heavy objects.
- Maintain general plant and facility in good repair, ensuring a safe, clean and orderly environment.
- Keep your work area(s) free of hazardous conditions, i.e., grease/oil spills, excess supplies, equipment, etc., to assure that all established safety rules/regulations are followed at all times. Refer to material safety data sheets (MSDSs) when necessary.
- Follow established policies governing the use of labels and MSDSs.
- Report all unsafe/hazardous conditions, defective equipment, etc., to your supervisor immediately.
- Ensure that work/assignment areas are clean and equipment, tools, supplies, etc., are properly stored before leaving such areas on breaks, end of work day, etc.
- Ensure that established infection control and universal precautions practices are maintained when performing maintenance procedures.
- Participate in appropriate in-service training programs prior to performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals.
- Use appropriate personal protective equipment and supplies when handling infectious materials.
- Follow established handwashing procedures.
- Dispose of refuse daily in accordance with our established sanitation procedures.
- Follow established policies governing the use/disposal of personal protective equipment and disposal of infectious wastes.
- Coordinate routine/terminal isolation procedures with nursing services.
- Other(s) that may become necessary/appropriate to assure that our facility is maintained in a safe and comfortable manner.
- Ensure maintenance supplies have been replenished in work areas as necessary.
- Keep supervisor informed of supply needs.
- Ensure that the facility and its equipment is properly maintained for resident comfort and convenience.
- Report equipment malfunctions or breakdowns to your supervisor as soon as possible.
- Follow established safety precautions when performing tasks and when using equipment and supplies.
- Assist others in lifting heavy equipment, supplies, etc., as directed or requested.
- Ensure that equipment is cleaned and properly stored at the end of the shift.
- Receive and follow maintenance schedule/instructions from your supervisor and as outlined in our established maintenance policies and procedures.

- Perform routine maintenance on grounds, parking areas, driveways, etc., by cutting, trimming, policing, sweeping, etc., as necessary/directed.
- Perform routine maintenance and repair on the facility and equipment to include plumbing, plastering, electrical, carpentry, mechanical, etc., as directed, in accordance with established procedures.
- Clean windows and screens as directed.
- Replace burned out light bulbs, to include, exit lights, overhead lights, fluorescent lights, room call lights, etc., and perform cleaning duties wherever necessary.
- Service heating and cooling units/systems, as specified by the manufacturer, and in compliance with established policies and procedures.
- Perform unscheduled maintenance tasks as directed.
- Report suspected or known incidence of fraud relative to false billings, cost reports, kickbacks, etc.
- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Knock before entering a resident's room.
- Honor the residents' personal and property rights.
- Inform resident when it is necessary to move his/her personal possessions.

Minimum Qualifications

- High School Diploma or GED preferred or willing to obtain.
- One year minimum experience in related field.
- Must be willing to work an evenings, weekends, and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must be up to date on Flu and Covid vaccinations.

Work Environment

- Works in all areas of the facility.
- Moves intermittently during working hours.
- Is subject to frequent interruptions and may need to reschedule maintenance activities.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.
- Communicates with maintenance personnel and other facility personnel.
- Works beyond normal working hours and on weekends and holiday when necessary, as well as in other positions as needed.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- May be required to work on shifts other than the one for which hired.
- Attends and participates in continuing educational programs.

- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis B viruses.
- May be subject to the handling of and exposure to hazardous chemicals.
- May be required to work in cramped spaces and in adverse weather conditions.

Physical and Sensory Requirements

- Must be able to move intermittently throughout the workday.
- Must be able to speak the English language in an understandable manner.
- Must be able to cope with the mental and emotional stress of the position.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents/personnel.
- Must meet the general health requirements set forth by the policies of this facility, which include a medical and physical examination.
- Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.
- May be necessary to assist in the evacuation of residents during emergency situations.

Specific Requirements

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of maintenance work areas.
- Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must have the ability to minimize waste of supplies, misuse of equipment, etc.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing maintenance practices.
- Must be able to follow written and oral instructions.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

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