



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

Position Title:	Maintenance Supervisor	
Department:	Mescalero Care Center	
Employment Status:	Non-Exempt	Salary: DOE
Opening:	May 03, 2023	Closing Date:

#### **Job Summary**

Maintenance supervisor assumes administrative authority, responsibility and accountability to maintain the facility physical plant and essential mechanical electrical and resident care equipment in safe operating condition. Manages up to three employees in provision of maintenance services that protect the health and safety of residents, personnel and the public and provide a hazard free, functional, comfortable and home like environment. Services provides are consistent with Life Safety Code of the National Fire Protection Association and with all state and federal laws and regulations. In collaboration with Nursing Home administration, allocates resources in an efficient and economic manner. To provide services and to continuously improve quality.

#### **Minimum Qualifications**

- **Education:** High School Diploma/GED. Vocational training in skilled trade or other relevant technical training preferred.
- **Certificate/Licenses:** Boiler license is preferred.
- **Work Experience:** One-year experience in physical plant operations and equipment maintenance in an institutional health care setting, preferred

***Persons who have been found guilty by a court of law of abusing, neglecting, or mistreating individuals in a health care related setting are ineligible for employment in this position.***

#### **Performance Requirements**

- Demonstrates competence in application of mechanical and technical concepts to facility plant, repair and maintenance projects.
- Able to maintain all essential mechanical, electrical and resident care equipment in safe operating condition
- Demonstrations sufficient knowledge of basic math to perform essential functions.
- Technical knowledge and analytic ability to diagnose and repair equipment malfunctions.
- Able to coordinate and to oversee activities of outside contractors, trades people in construction, repair and maintenance of physical plant and equipment.
- Sufficient interpersonal skills to interact with facility staff and residents to answer questions and to make prompt efforts to resolve grievances.
- Able to apply building and safety codes to facility situations and maintenance procedures and to establish criteria to assure that services provided meet acceptable standards of quality.
- Demonstrated ability to manage Maintenance Department budget, ordering supplies and tracking inventory.
- Current knowledge of state and federal laws and regulations that apply to maintenance services and records in long-term care. Able to assure compliance with regulations as they relate to maintenance department.

- Able to perform personnel functions including interviewing prospective staff, conducting performance evaluations that assure staff can perform essential functions of their job, and taking job actions as appropriate. Able to apply facility policies to facts leading to job actions without regard to race, religion, age, national origin, sex or disability.
- Carries out all duties in accord with the facility mission and philosophy.
- Demonstrate knowledge of and respect for the rights, dignity, and individuality of each resident in all interactions.
- Appreciates the importance of maintaining confidentiality of resident and facility information.
- Demonstrates honesty and integrity at all times in the care and use of resident and facility property.
- Able to understand and to follow written and verbal directions. Able effectively to communicate with staff members and residents through verbal and/or written means.
- Able to express self adequately in written and/or oral communication and to communicate effectively in a long –term care setting with residents, families, staff members, Administration, representatives of community and government agencies.
- Knowledge of emergency and disaster procedures of facility. Able to locate nearest exit, to understand and respond to written or oral instruction in case of emergency.
- Sufficient mobility, and strength to move freely through the building, to assure resident safety at all times and assist, transfer or otherwise move residents of facility out of danger in case of emergency.
- Demonstrates respect for coworkers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive and to begin work on time and to report for duty as scheduled on all shifts, weekends and holidays.
- Working knowledge and ability to comply with facility policies and procedures for work place safety including infection control procedures, application of universal precautions for blood borne pathogens, use of personal protective equipment and handling of hazardous materials.
- Demonstrates ability to prioritize tasks/responsibilities and complete duties/projects within allotted time.
- Able to respond to change productively and to handle additional tasks/projects as assigned.
- Able to respond to needs of facility 24 hours a day, 7 days a week.
- Able to carry out the essential functions of this job (with or without reasonable accommodation) without posing specific, current risk of substantial harm to health and safety of self and others.

#### **Essentials Job Functions:**

- NOTE: The essential functions of this job may be revised or updated as facility needs dictate.
- Collects, reviews maintenance requisitions from all units and departments of facility. Reviews information, establishes priorities, assigns staff or inspects, replaces, repairs or otherwise resolves the problem.
- Establishes and conducts schedules maintenance throughout physical plant and for all equipment.
- Maintains and tests the emergency power system to ensure availability of power to all entrances, exits, fire detection alarms and extinguishing equipment, and life support systems in the event electrical supplies are interrupted.
- Maintenance all essentials equipment (e.g., boiler room equipment, nursing unit/medication room refrigerators, kitchen refrigerator/freezer, laundry equipment) in safe operating condition.
- Tests facility hot water system on regular basis to evaluate water temperatures in essential locations of facility. Monitors acceptable range of temperatures and immediately starts repairs to eliminate hazards for facility residents, staff and others. Support Dialysis Staff with maintenance of any RO equipment and Dialysis equipment.

- Inspects tests and maintains resident call system to ensure a functioning communication system from rooms, toilets and bathing facilities.
- Inspects physical plant for any signs of rodents or pests. In cooperation with Housekeeping Department, implements effective pest control system to eliminate any rodents or pests.
- Maintains adequate and comfortable lighting levels, appropriate for task, without glare. Lighting supports independent functioning and tasks performance of residents.
- Maintains facility ventilation system to provide good air movement with acceptable temperature, humidity and odor levels. Ventilations systems eliminate drafts and provides adequate smoke exhaust.
- Responds to emergency maintenance needs promptly.
- Cooperates with other department to identify and accommodate individual resident need and preference. Communications directly with residents, families, legal representatives to identify approaches that will protect and promote residents' rights. Maintains furniture and equipment appropriate to individual's needs and abilities.
- Monitors the performance of maintenance staff by observing staff on all units, on all shifts and interviewing facility staff, residents, and families. Performs quality assurance functions, including compliance rounds, on a daily basis to evaluate compliance with state and federal laws and regulations, and facility policies and procedures. Initiates proper job actions according to facility policy to correct problems in staff performance. Initiates other corrective actions as appropriate.
- Develops an updates maintenance policies and procedures that reflect the philosophy and objectives of the facility and are consistent with state and federal regulations.
- Completes required documentation and record keeping of maintenance activities. Audits records of maintenance staff for accuracy and completeness. Implements approaches to improve department record keeping practices.
- Collaborates with consultants with timely responses to request for information and suggestions to improve quality of maintenance services.
- Monitors staff for compliance with OSHA mandates on work place safety including hazard communication and blood borne pathogens. In cases of work place exposure, provides immediate first aid and refers employee to appropriate facility staff member for post-exposures follow-up.
- Participates in the development of the department budget. Provides relevant financial information to Nursing Home Administrator regarding department financial needs and status.
- Communicates with Nursing Home Administrators to discuss physical plant, equipment, personnel and budget issues. Recommends to Nursing Home Administrator numbers and types of maintenance personnel needed to meet facility needs in compliance with state and federal laws and regulations. Develops staffing plan that assures sufficient numbers of maintenance personnel to meet resident and facility needs.
- Hires and retains qualifies competent maintenance staff to provide services to adhere a hazard-free, comfortable homelike environment for residents, facility staff and others. Conducts interviews, provides regular performance reviews, takes appropriate job actions, reviews job actions taken by subordinates to assure that staff meet qualification and performance standards and can perform all essential functions of the job.
- Plans, directs and supervise maintenance program of heating, cooling, plumbing, water, gas, electrical, mechanical, carpentry, painting, refinishing and similar work. Runs burnishes, carpet extractor and other equipment as necessary. Operates power plant. Schedules maintenance on repair, preventive, replacement and new installation bases. Cleaning and repairing wheelchairs.
- Coordinates work of maintenance department with other department functions so as not to interrupt resident care or normal business functions.

- Advises and consults with administrator on maintenance and repair needs concerning structure, equipment and grounds.
- Inspects all equipment and systems regularly for proper functioning and safety. Inspects buildings and grounds regularly for compliance with local codes, ordinances and safety regulations. Is on-call for emergencies?
- Directs or performs duties concerned with maintenance of grounds, parking lots, driveways, etc. to include landscaping, cleanup, and snow removal.
- Performs or directs heavy custodial duties such as scrubbing and buffing, cleaning of storage and utility areas, changing light bulbs in ceiling fixtures, etc. Runs errands, handles incoming and outgoing freight, lifts and moves equipment and keeps vending machines filled.
- Actively participates in long-term care survey process by instructing staff in matters of conduct and disclosure, maintaining a presence when surveyors are on-site and directing the timely collection of information required by the survey team. Demonstrates concern for identified problems and undertakes corrective action while survey is in progress if appropriate.
- Gathers and presents supplemental documentation to avoid potential deficiencies. Collaborates with Administrator to develop responses to survey report as needed.
- Reports injury of self or others team Leader immediately.
- Maintains current skills and knowledge through continuing education. Applies information to job responsibilities.
- Participates in fire and disaster drills. In event of an emergency, carries out assigned duties to assure resident safety.

### **Physical Demands**

- Successful performance of essential functions can best be achieved through consistent application of current knowledge, use of good judgment, teamwork, common sense, ability to establish and carry out priorities, effective use of interpersonal skills and ongoing communication with residents, staff, and families, interdisciplinary team members, and government officials, including state surveyors and ombudsman.
- This job cannot be performed without exposure to the stresses associated with the intimate, 24 hour residential care environment that delivers care and services primarily to disabled and cognitively impaired residents. Examples of these stresses include, but are not limited to: shift rotation, weekend and holiday duty, unusual or impaired behavior by residents, family reactions to having a loved one in the nursing home, death and dying, oversight of state surveyors, ombudsman and federal officials, presence of consultants and attorneys, and variable involvement of medical staff.
- Essential functions are carried out in variety of positions including standing and sitting. To meet resident's needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.
  - MOBILITY: Must be able to move with efficient speed. Must be able to turn torso from side to side when standing to accomplish a variety of tasks.
  - LIFTING: Must be able to lift properly 40# from floor. Must be able to lift and carry large pots or pans of hot or cold food from one area to another.
  - CLIMBING/BALANCING: Must be able to climb ladder to reach higher selves of storage.
  - STOOPING/BENDING: Must be able to stoop over work area during some food preparation for long periods of time.
  - PUSHING: Must be able to push heated cart throughout the facility.
  - STANDING/SITTING: Must be able to sit or stand in one place for long periods of time.

- REACHING: Must be able to reach to serve at meals. Must be able to reach above head to stock or retrieve supplies.
- HEARING: Must be able to clearly hear verbal communication and understand verbal communication including pages, intercoms, and telephone rings.
- SPEAKING: Must be able to speak English clearly.
- COLOR/VISION: Must be able to recognize and distinguish between color-coded diet cards.
- COLOR VISION: Must be able to smell something burning or overheated.

**Work Environment:**

COLD/HEAT: Must be able to tolerate seasonal temperature changes of the kitchen environment. Must be able to tolerate high temperatures of oven, stove, and steamer areas and take necessary safety precautions when handling food items and equipment in these areas to prevent burns.

WET/HUMIDITY: Must tolerate moderate humidity in dish room area—wet floors in dish room area and potential wet floor in kitchen area.

NOISE/VIBRATIONS: Must be able to withstand noises of appliances and overhead fan.

FUMES/ODORS/CHEMICAL EXPOSURE: Daily exposure to detergents and sanitizers. Potential for harm if safety precautions are not followed.

OTHER ENVIRONMENTAL HAZARDS: The Occupational Safety and Health Administration (OSHA) has determined that certain employees in nursing homes are at significant risk of exposure to blood borne pathogens such as Hepatitis B and Human Immunodeficiency Virus (HIV).