
RECRUITMENT ANNOUNCEMENT

Wasatch Mental Health

Provo, UT

Phone: (801) 852-4714

www.wasatch.org

Posting Date: 11/28/2018

Closing Date: Open Until Filled

Full Time Maintenance Specialist

Maintenance Department

PCN#: MW05

Excellent Benefits Package Including:

Public Employee Health Plan Medical and Dental Insurance
Employer Provided Health Savings Account Contributions (high deductible plan)
Utah Retirement Systems Retirement (pension & 401K options)
401K or 457 Savings Account with 3.5% Company Match
156 Hours Annually of Paid Leave Accrual
52 Hours Annually of Catastrophic Sick Leave Accrual
11 Paid Holidays Annually
Company Paid Life, Short & Long Term Disability Insurance
Vision Benefits Plan
Annual Merit Pay Increases

Starting Pay Range: \$13.70 – \$18.59 Hourly

*Starting pay may vary based upon directly related job experience

Schedule: Monday-Friday

Hours: 8:00am-5:00pm

Minimum Qualifications: High school diploma or GED; AND Two (2) years of progressively responsible experience performing related job duties; OR An equivalent combination of education and experience.

Please note, this position requires driving a facility van in which you must be at least 21 years of age with a current state driver's license

ADDITIONAL REQUIREMENTS: Employment at Wasatch Mental Health is contingent on successful completion of a drug screen, motor vehicle record review and criminal background check. This position requires a National Provider Identifier (NPI) as outlined by Medicaid and Medicare and application must be completed prior to start of employment. After hire you must complete and receive a Criminal Background Clearance (BCI) from Utah State Office of Licensing.

Please go to www.wasatch.org. Complete and submit WMH application online. (Please note: Resumes will not be accepted without a completed WMH application.)

Wasatch Mental Health

JOB DESCRIPTION



JOB TITLE:	Maintenance Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Care Management Services	EFFECTIVE DATE:	12/2016
DIVISION:	Support Services	LAST REVISED:	12/2016

GENERAL PURPOSE

Performs a variety of **skilled maintenance** tasks requiring a wide range of abilities related to carpentry, plumbing, painting, HVAC operations and general grounds and custodial care.

SUPERVISION RECEIVED

Works under the supervision of the Maintenance Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Grounds Maintenance: Performs basic grounds maintenance practices, assures maintenance of grounds equipment; performs major sprinkler system repairs and maintenance; and any or all of the following duties: mows, rakes and waters lawns; plants, transplants, waters and trims shrubs, flowers and trees; controls weeds; applies fertilizer, herbicides and pesticides; removes ice, snow and debris from sidewalks, parking lots and streets; stores equipment; many install and repair sprinkler systems; performs other duties as assigned.

Electrical: Maintains electrical outlets, extension poles, connections, switches, controls, thermostats, replaces electrical components, and replaces light fixtures and routine wiring; repairs ballasts, replaces lights and fixtures, replaces face plates for outlet maintenance, etc.

Plumbing: Maintains and services plumbing equipment, sprinkling systems, system timers, fire safety systems, faucets, valves, etc.

Carpentry: Performs general and finish carpentry, modifies and repairs interior walls, , installs or repairs sheet rock, Performs interior and exterior painting; utilizes brush and sprayers to prime and finish surfaces., etc.;

Mechanical: Performs general service and maintenance of mechanical devices and equipment, i.e. vacuums and buffers, services motors, pumps, pulleys, meters, gauges, etc.

HVAC: Directs and performs general maintenance of various facility climate systems including heating, ventilation, air conditioning; repairs overhead fans and exhaust fans; performs regular inspections and establishes preventative maintenance schedules.

Documentation: Maintains project records and equipment statistics; prepares various reports as needed.

General Maintenance: May provide biohazard abatement in buildings and vehicles for small spills

such as: urine spills, vomit, or fecal material.

Conducts routine and regular inspections; monitors work activities to assure compliance with safety and other work activity standards.

Basic custodial duties such as window cleaning, floor stripping and refinishing, carpet cleaning etc.

After hours, on weekends and holidays performs on-call maintenance duties in periodic rotation with other maintenance department staff.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High school diploma or GED;

AND

B. Two (2) years of progressively responsible experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of construction techniques, and methods related to carpentry, plumbing, or electrical wiring; methods, materials and equipment used in general custodial work; BOSS connections operation and maintenance; basic custodial service techniques and procedures; the operation and minor maintenance and repair of plumbing fixtures; electrical and mechanical systems, plumbing, small motors, etc.; turf maintenance and grounds keeping; chemical hazards related to harsh cleaning agents; custodial equipment operation and maintenance; basic inventory control methods and procedures; hazards and safety practices common of construction, maintenance and repair activities. **Some knowledge of** basic principles and practices of supervision and leadership; inventory management; cost management and budget development; OSHA regulations and requirements.

Skill in the operation of various hand and power tools typical in mechanical, electrical, and related systems; carpentry, plumbing or some other construction field; skill in the use of a variety of hand and power tools such as hammers, saws, wrenches, sanders, floor buffers, vacuums, and other tools common to building maintenance and repair; some skill in basic data entry for project tracking software.

Ability to determine needs for services and supplies necessary to carry out the task; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, co-workers and the public; work independently and manage work assignments in a high interpersonal contact environment; operate grounds equipment and power tools; lift and carry moderately heavy loads; establish and follow through on work priorities; deal effectively with stress caused by work load and time deadlines.

3. Special Qualifications (Certifications, Licenses):

May be required to acquire or possess construction or professional technical licenses or certifications. Must possess a valid driver's license. Must work variable schedules caused by seasonal/winter weather extremes.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing critical to the safe performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, discriminating thinking, guided problem solving. May be required to lift in excess of 75 pounds in normal course of job performance.