

LAC VIEUX DESERT HEALTH CENTER

HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: Facilities Maintenance Worker

LOCATION: LVD Health Center, Watersmeet, MI

SUPERVISOR: Director of Facilities & Compliance

EMPLOMENT: Full Time – Non-Exempt

SALARY/PAY RATE: Based on Experience/ Qualifications

UPON HIRE:

- 2 weeks paid vacation
- Dental
- Vision
- Health Insurance

DESCRIPTION:

The Facility Maintenance Worker will provide maintenance services which may include/assist with mechanical, electrical, plumbing, carpentry, masonry, and HVAC. This position also includes outside facility maintenance work.

DESCRIPTION OF DUTIES:

- Responds timely to other LVDHC departments' maintenance needs.
- Performs or assists with mechanical, electrical, plumbing, carpentry, masonry, and HVAC in a timely manner.
- Performs preventive maintenance for the LVDHC properties and equipment.
- Responsible for maintaining supplies used for maintenance and must keep an updated inventory of all supplies and goods.
- Assists contractors who are performing facility maintenance projects.
- Performs lawn, shrub, and garden maintenance.
- Maintains parking lots and sidewalks.
- Performs snow removal using shovel, snowblower, skid steer and plow truck. Also spreads sand/salt for patient and staff safety.
- Operates motorized equipment including lawn and snow removal equipment.

- Must be available and on call for snow removal as weather dictates, nights, weekends, and early morning.
- Fill in for facility cleaners when they are off. This may require a short-term flexible schedule.
- Maintain professionalism in both appearance and demeanor.

MINIMUM QUALIFICATIONS:

- Must have a High School diploma or GED.
- Knowledge of equipment used in maintenance field.
- Must have a current valid state driver's license with a good driving record.
- Must pass a pre-employment drug and health screening.
- Must pass a background check.
- Work both independently and as a team member.
- Experience with facility maintenance is required.
- Must be able to multi-task throughout the day as needs change.
- Must follow all safety and facility policies.
- Operate a personal computer and other office equipment.
- Excellent communication skills.

WORKING CONDITIONS:

- Working conditions: Position requires working in variable weather elements with differentials in temperature and precipitation.
- Exposure to hazards: Position responsibilities require working with or around: electricity/high voltages, power tools, heavy equipment, heights, hazardous chemicals, inclement weather, and may be subjected to excessive noise, fumes, and dust.
- Physical Requirements: Must be able to walk, sit, stand, bend, twist, and kneel for extended periods of time. Heavy lifting of up to 50lbs is occasionally required.
- PPE Requirements: May be required to wear PPE such as gloves, mask, safety glasses, dust mask, etc.
- Frequent interaction with a diverse population including team members, providers, patients, and other members of the public.

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: 4/25/2024 Updated 4/25/2024

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