



**Cassopolis**  
**Family Clinic Network**

**Job Posting**

**Date:** 12-7-2017

**Title:** Maintenance Worker

**FLSA:** Pro Re Nata / Non -Exempt

**Department:** Maintenance

Cassopolis Family Clinic Network (CFCN) is seeking a Maintenance Worker to add to the CFCN team. The Maintenance Worker will be on a pro re nata / on call basis to assist in maintaining smooth operations of all facilities. This position will help the Maintenance Manager with the following: Physical upkeep of CFCN's buildings and properties; Performing or facilitating necessary repairs and improvements to physical space; Maintaining the grounds with special attention to real or potential safety hazards; and Ensures preventive maintenance, repair, facilities maintenance, all machine processes, environmental and building security issues are addressed on a timely and proactive basis.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and excellent customer service philosophy.
- Performs grounds keeping, including mowing, trimming, pruning, edging, fertilizing, weed control and pesticide used for maintaining landscape. Assists with special gardening projects, such as leaf raking/collection, flower pots, lawn furniture, tree or shrubbery trimming.
- Snow removal: Assures parking lots are plowed, shovels walkways, and applies salt to maintain sidewalks and driveway.
- May assist with quotes for contracted services for snow removal, trash removal, medical waste, parking lot maintenance, etc., are in place.
- Performs window washing (including doors) on the interior and exterior.
- Is familiar with utilities shut offs at all sites.
- Keeps maintenance work areas and storerooms clean and organized.
- Inspects and repairs bathrooms as needed.
- Performs routine maintenance at all sites, including painting, repairs, and minor electrical, plumbing issues.
- Ensures preventive maintenance, repair, facilities maintenance, all machine processes, environmental and building security issues are addressed on a timely and proactive basis.
- Help to evaluates potential new equipment or supplies for the building.
- Maintains the HVAC system for heat and air conditioning.
- Responds in a timely manner to emergencies.
- Maintains a list of tools and equipment.
- Tracks facilities work projects both finished and unfinished.
- Assists with Inventory control at Cassopolis Family Clinic: Accepts deliveries, checks in supplies and equipment, maintains inventory of supplies.
- Assists with the occasional planning and relocation of services, including set-up and tear down of service sites.
- Committed to the continuous improvement of the patient experience which includes patient safety, quality

- of care and excellent customer service.
- Maintains strict confidentiality of all protected health information and maintains patient privacy in and out of the clinic setting.
- Performs other duties assigned.

**Knowledge, Skills and Abilities Required:**

Education:

- High School Diploma or GED.

Interpersonal:

- Problem solving—the ability to identify and resolve problems in a timely manner.
- Interpersonal skills—maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication- must be able to communicate well, and cooperate with others.
- Written communication—the ability to present numerical data effectively, and is able to read and interpret written information.
- Planning/Organizing—the ability to prioritize and plan work activities, uses time efficiently and develops realistic action plans.
- Quality control—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, delays or unexpected events. Must be able to tolerate stress.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and Security—the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

**Reporting Relationships:**

- Reports to the Maintenance Manager

**Working Environment:**

- Works in an environment where there are machines, hand and power tools, some physical discomforts due to temperature, noise, dust and the like.
- Must work well with hands and have the ability to fix things.
- Must have the ability to communicate via phone, e-mail and in person to solve problems.
- Requires sitting, walking, stooping, bending, ability to walk up stairs and lift 50lbs or more, carrying supplies and/or equipment.
- Cognitive skills to analyze, calculate data, problem solve.
- Occasional exposure to communicable disease, unpleasant odors and noise.

**CFCN Employee Benefits:**

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/Rx/vision insurance, short and long term disability, life and accidental death and dismemberment coverage and a retirement plan.

**How to Apply:**

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI or email: [thoward@cassfamilyclinic.org](mailto:thoward@cassfamilyclinic.org).