

WESTMINSTER VILLAGE

JOB DESCRIPTION

TITLE: Refurb Technician

EXEMPT STATUS: Non-exempt

REPORTS TO: Plant Operations Director

GENERAL SUMMARY:

The Refurb Technician is responsible for maintaining all aspects of the physical plant. Conducting under supervisor direction, preventive maintenance, routine servicing, seasonal repairs and changes building equipment and plumbing repairs.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Performs general maintenance duties, such as: fixing wall covers, floor covers and some furniture and fixtures; light plumbing work, minor electrical repair and appliance repairs.
2. Performs painting and refurbishing projects, as directed by supervisor.
3. Performs routine preventive maintenance, as directed by supervisor.
4. Performs minor building and equipment repairs.
5. Accomplishes all work in the order of priority set by supervisor.
6. Assists, during winter, with snow removal efforts.

Refurb Technician Duties:

1. Organize and set priorities of work orders.
2. Insure that proper supplies are on hand to complete tasks.
3. Provide general maintenance of the facility and building grounds.

Other Duties:

1. Does routine maintenance on all vehicles when assigned.
2. Maintains all tools, equipment and supplies in proper condition.

JOB DESCRIPTION

Refurb Technician

Other Duties: (continued)

3. WHEN QUALIFIED, assists the Director of Plant and/or performs work on the heating and air conditioning systems, domestic water systems, refrigeration systems, pumps, motors, fans, electrical systems and emergency generators.
4. Attends in-service training and education sessions, as assigned.
5. Performs specific work duties and responsibilities as assigned by supervisor.

QUALIFICATIONS:

1. High school education. Technical Schooling and/or background preferred. Ability to understand and follow instruction in English, Communicate effectively, and perform simple arithmetic.
2. Three years maintenance experience necessary.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Moderate to heavy physical effort; may be exposed to the elements (heat, cold, rain, snow); work in area with high voltage electricity, hazardous equipment and moving parts; work on roof top and other high places; ability to set up and climb ladders safely with tools and equipment necessary for assigned work; must be able to lift 80 pounds must be able to work, stand and stoop for an extended period of time (over 80% of the time); exposure to a variety of chemicals and dust daily; may be exposed to the HBV and HIV viruses.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature

Supervisor Signature

Date