

## WESTMINSTER VILLAGE

### JOB DESCRIPTION

**TITLE:** Maintenance Technician Life Safety Focus

**EXEMPT STATUS:** Non-exempt

**REPORTS TO:** Plant Operations Director

#### **GENERAL SUMMARY:**

We are seeking a reliable and skilled Maintenance Technician with a strong background in building systems and a sharp focus on life safety standards. This position ensures that all physical aspects of the health center are functioning safely and efficiently, with a particular emphasis on fire prevention, emergency preparedness, and regulatory compliance.

#### **Essential Job Duties:**

- Conduct regular inspections and preventive maintenance on building systems including HVAC, plumbing, electrical, and structural components.
- Ensure compliance with life safety codes, including fire alarm and suppression systems, egress routes, emergency lighting, and signage.
- Perform maintenance tasks and repairs as assigned, ensuring minimal disruption to clinical operations.
- Support life safety drills and emergency preparedness programs.
- Maintain accurate documentation of inspections, repairs, and regulatory compliance.
- Coordinate with vendors and contractors for specialized maintenance needs.
- Respond promptly to maintenance requests and emergency situations.
- Maintain a clean, organized, and safe work environment.
- General understanding of the TELS maintenance system.

#### **Qualifications:**

- High school diploma or GED required; technical training or certifications in maintenance-related fields preferred.
- 3+ years of experience in building maintenance, preferably in a healthcare or institutional setting.
- Knowledge of local, state, and federal building and life safety codes (e.g., NFPA, OSHA, CMS).
- Ability to read and interpret blueprints, schematics, and maintenance manuals.
- Strong troubleshooting skills and attention to detail.

**Other Duties: (continued)**

1. Performs specific work duties and responsibilities as assigned by supervisor.

**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