



Part-Time Facilities and Maintenance Technician Job Description Outpatient Medical Center, Inc.

Summary of Duties

Under the direction of the Facility Administrator, the Facilities and Maintenance Technician will be responsible for the day-to-day cleanliness, maintenance, and safety of the OMC clinic building and outside perimeter workplace according to OMC policies and procedures. This position requires communicating effectively and working closely with the Facility Supervisor and other Executive Staff to ensure all assigned facility/maintenance tasks are completed on a timely basis and all safety concerns are reported immediately per OMC policy and procedures.

Key Responsibilities:

- Keeping the facility clean according to OMC protocols/procedures.
 - Including but not limited to (Routinely or As Needed):
 - Cleaning the interior of buildings (floors, carpet, rugs, windows, walls, etc.)
 - Disinfecting commonly used items (desks, door handles, office tools, phones, etc.)
 - Dusting (furniture, fixtures, window seals, etc.)
 - Checking **ALL** restrooms and maintaining cleanliness.
 - Emptying trash bins inside and outside of the clinic.
 - Performing safety sweeps of the entire clinic with a push broom.
- Ensuring the outside perimeters of the clinic are clean and free of trash, debris, or any other safety issues according to OMC protocols/procedures.
 - Including but not limited to (Routinely or As Needed):
 - Walking the outdoor clinic perimeter picking up trash and viewing/addressing safety concerns every hour.
- Performing basic facility maintenance according to OMC protocols/procedures.
 - Including but not limited to (Routinely or As Needed):
 - Checking and changing lights, ceiling tiles, etc.
 - Performing minor repairs of equipment and tools.
- Assisting Facility Administrator and Facility/Central Supply Technician in maintaining supply rooms at all clinics according to OMC protocols/procedures.
 - Including but not limited to (Routinely or As Needed):
 - Notifying the Facility Supervisor and the Central Supply Technician when cleaning inventory and toiletries that are low in stock.
 - Receiving and moving medium to heavy boxes and equipment according to OMC protocols/procedures.
- Communicating effectively with supervisor and other staff, as needed, according to OMC protocols/procedures.
 - Including but not limited to (Routinely or As Needed):
 - Signing off on the OMC Cleaning Checklist, turning the completed checklist in to the Facility Manager, and immediately notifying the Facility Supervisor and Executive Staff of **ANY** and **ALL** unsafe conditions.

- Maintaining confidentiality in a healthcare facility within HIPAA regulations and according to OMC protocols/procedures.
- Other duties as assigned by the Facility Supervisor or Executive Staff.

Knowledge, Skills, and Abilities

- **Knowledge** of customer/public service principles and techniques; effective communication styles and techniques appropriate to different customers' cultural competency. Knowledge of safety guidelines when working with chemical cleaners.
- **Skill** in providing excellent customer service and support; effective time management; communication; and organizing and prioritizing workload and meeting deadlines.
- **Ability** to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; manage and coordinate activities and projects; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing), focus on detail and achieve an optimal level of accuracy required in an executive office; handle multiple projects and deadlines; follow-up on tasks and projects; consistently demonstrate positive/proactive customer service attitude; consistently maintains ethical behaviors exemplary of quality public service and fair standards, inclusively, among all employees and members of the public; to work as an effective team member; function independently, exercise sound judgment and initiative; be flexible to shift priorities; investigate complaints; maintain confidentiality; establish and maintain effective interpersonal work relationships and answer a high volume of phone calls; work towards goals and objectives of OMC; follow OMC policies—including adhering to employee vaccination requirements, the mission, vision, and values of the OMC. The Facility and Maintenance Technician must also have the ability to receive constructive feedback in a positive manner for professional growth and development; must be dependable, available, and consistent in attendance and ability to accept new assignments that meet OMC's growing needs. Ability to maintain appropriate job-related boundaries to support primary assigned duties and not take on unnecessary duties.

Education / Experience

- High school diploma or equivalent.
- 1 Year of Facility and Maintenance Services experience preferred.

Physical Requirements:

- Must be physically fit and have the ability to frequently lift items 50 lbs. or more, bend, stoop, crawl, reach, push, pull, sit, and/or stand for long periods of time.

Special Requirements

- Must have a valid Driver License.
- Must have reliable transportation.
- Must be willing to travel between OMC facilities, as needed.
- Must be willing to work evening and weekend hours, as needed.

*** Approved by the OMC Chief Executive Officer on 3.1.2024