

Internal Job Posting



Job Title:	Maintenance Specialist	Date to Apply:	
Department:	Administration	Location:	4605 Sawmill
Days:	Monday – Friday, with rotation to cover one Saturday per month.	Hours:	40 hours per week, ranging from 8:00 am – 6:00 pm depending on coverage needs. May be required to work evenings or weekends for project completion upon request.

Position Summary: Responsible for overall maintenance of all Orthopedic Medical Properties and Orthopedic One facilities, including but not limited to, janitorial tasks, repairs, and preventative maintenance of furnishings, fixtures, landscaping, plumbing, and electrical.

Responsibilities/Accountabilities:

1. Responsible for the overall maintenance and cleanliness of Orthopedic ONE facilities. Ensures flooring, walls and other building areas are free from dirt, dust and other debris, completing weekly inspections and responding to urgent needs. Ensure outside trash receptacles are emptied.
2. Responds to electronically generated maintenance tickets or verbal requests to evaluate/problem solve, make repairs or contact third party for repairs as needed.
3. During inclement weather, assists with outside maintenance tasks such as shoveling and salting walkways and parking areas.
4. Responds to all emergency afterhours generated maintenance tickets and calls on a rotation schedule
5. Serves as a liaison to all vendors, contractors or sub-contractors who are working with Orthopedic ONE and tenants for facilities related work such as HVAC, life safety, elevators, generator, security, landscaping, janitorial, pest control, construction, etc. Completes or schedules preventative maintenance and repairs so that business operations are not disrupted and appropriate communication occurs with Management and staff.
6. Following established guidelines, and with proper approval, purchases equipment, supplies and materials required to complete maintenance and janitorial tasks.
7. Assesses the extent to which furniture and equipment are broken and either repairs or contacts third party for repairs as needed. When furniture/equipment cannot be repaired, communicates with appropriate leadership team members on resolution.
8. Regulates heating and cooling thermostats throughout the building according to established guidelines. When HVAC concerns are identified, perform preventative maintenance including air filter changes or coil cleaning and performs initial systems checks to problem solve. Communicates with vendor to identify steps which can be taken internally before a service call is placed.
9. Responds to fire alarms according to established procedures. Turns off alarm, notifies appropriate persons, resets alarms and/or fire doors or contacts third parties to do so. Maintains relationship with fire inspectors and facilitates inspections. Performs monthly inspection of fire extinguishers. Facilitates fire and tornado drills for tenants.

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10. Responds to requests for supplies, furniture or equipment and assists with delivery or placement of materials within scope of job.
11. Complies with OSHA general industry training and Orthopedic ONE guidelines for safety (i.e., bloodborne pathogens, universal precautions, etc).

Education, Experience, and Certification/Licensure Required:

Minimum of a high school, trade or technical school diploma or equivalent required. Minimum of 3-5 years maintenance experience including light plumbing, electrical, HVAC and carpentry. Experience in a health care setting preferred.

To apply for this posting, please submit an internal application to your Divisional HR Department as indicated below for review of your employment records and application processing. Applications from internal candidates will be accepted by HR from 10/12/2016 – 10/14/2016

Applications should be sent to humanresources@orthopedicone.com or fax to 614-827-1035.

An Equal Opportunity Employer