



Retirement Life Plan Living

We Celebrate Life With Everyone In Our Community of Care Providing Compassionate and Individualized Experiences

**Position Title: Director of Maintenance**

*Safety*

**Responsible to:** Executive/Asso. Executive Director. Communicates with all necessary team members.

**Qualifications:**

*Compassion*

- High school diploma or GED; current CPR certification.
- Knowledge of HVAC systems
- Clear background check □ Two step TB test on file
- Strong time management and problem solving skills
- Must be able to read, speak, and understand English language.

**Physical Requirements:**

*Dignity*

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include moderate lifting and extensive bending and standing.
- Ability to maintain professional behavior at all times.

**Position Expectations:**

*Trust*

- Every employee in the Lexington Network must adhere to and uphold the standards set forth in our culture contract. Our common purpose, quality standards and behavioral expectations are what set us apart from other organizations. Every interaction must be approached using the ICARE expected behaviors so that every employee and resident will be treated with respect.
- The responsibility of the Director of Maintenance is to oversee, manage and perform a variety of daily building operations and maintenance functions. The Director will prioritize daily utilizing the Facility Wizard program the daily tasks of the department and balance the needs of the residents, building and team members in determining the allocation of resources. Director will oversee the personnel related to performing these functions including painters for the facility.

*Efficiency*

**Position Responsibilities:**

**Daily Duties:**

- Meets with Executive Director upon arrival to the facility, updates him/her regarding the progress of work and to receive additional instructions for that particular day. Discuss work load, demands and priorities.
- Supervise, train, and manage department staff, function, and budget.
- Prioritize work orders and insure completion in a timely matter.
- Check and maintain chlorine level and water temperature in pool.

**Position Title: Director of Maintenance** cont.

- Meet with his staff and prioritize for them their jobs for the day and ensure they have the necessary support, tools and knowledge to successfully complete the tasks. Provide training, oversight and support as needed to employees.
- Check circulating pumps.
- Check water and building temperature.
- Check and complete daily work orders within a 24 hour period. Sign off on each work order upon completion and turn into Associate Executive Director.
- Manage timely responses and data integrity of facility wizard..
- Assisting other team members when necessary
- All other duties as assigned **Preventative Maintenance:**
- Oversee the performance of the following weekly, monthly inspection and maintain current documentation for licensing organizations on the following:
  - Roof exhaust fans.
  - Sump Pumps
  - Circulating Pumps
    - Generator
  - Exterior and Interior Lights
  - Change out furnace filters
    - Outer tower

All other duties as assigned

**Miscellaneous:**

- Responsible for the refurbishing process of all apartments to ensure readiness for move ins, i.e. caulking, varnishing, tile, repair and/or replace defective appliances, are completed at least 5 days prior to move in.
- Initiates purchase order for parts and machines as needed. Manage supplies, inventory, expenses and budget as it relates to the community.
- Repairs electrical equipment including vacuum cleaners, wash machines, dryers, etc.
- Ground maintenance such as snow removal, planting, holiday decorating, etc.
- Responsible for maintenance on all utility systems to provide a continuous supply of heat, electric, gas and air conditioning.
- Repairs and replaces defective parts.
- Ordering and inventory of supplies.
- Oversee pest control issues.
- Assisting other team members when necessary
- All other duties as assigned

**I have received a copy of my job description and understand the responsibilities of my position**

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**Employee Signature**

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**Date**