

UW HEALTH JOB DESCRIPTION

APPRENTICE-MAINTENANCE TECHNICIAN

Job Code: 410064	FLSA Status: Non-Exempt	Mgt. Approval: J. Harrod	Date: 8.2020
Department: Facilities-F&E Services		HR Approval: J. Middleton	Date: 8.2020

JOB SUMMARY

The nature of the services provided by this position may affect UW Health Patients, Visitors, Employees, and other departments. A wide variety of both internal and external relationships are involved in carrying out the duties of this position. The Apprentice-Maintenance Technician performs general maintenance and repair work at all UW Health locations. The Hospital and Clinic operations requires quick response to system and equipment failures.

The Apprentice-Maintenance Technician is responsible for adhering to the requirements within the UW Health job description as well as the requirements outlined within the Maintenance Technician Apprenticeship contract.

MAJOR RESPONSIBILITIES

Repairs may be performed independently or in assistance with a Senior Maintenance Technician, Maintenance Technician, or Maintenance Technician Lead. This position may also perform other miscellaneous duties as needed.

Maintenance of:

- Building equipment, based on preventive maintenance scheduling.
- Heating and air conditioning equipment, based on preventive maintenance scheduling.
- Electrical equipment such as switches, outlets, cords, and plugs.
- Food service equipment such as dishwashers, quick chill food systems, freezers, garbage disposals, tray conveyors, commercial cooking, appliances, and others.
- Equipment used for direct patient care such as blood pressure gauges, wheel chairs, small vacuum pumps, and beds.
- Equipment used for indirect patient care such as sterilizers, oxygen/air/vacuum distribution system, and emergency power generators.

Repair and Troubleshooting of:

- Components for heating, ventilating and air conditioning equipment.
- Refrigeration equipment.
- Ability to read and interpret construction documents and as-built drawings
- Various types of electrical components including replacement of switches, receptacles, and cords.
- Small gauges, small compressors and vacuum pumps, heaters.
- Beds, wheelchairs, stretchers, patient lifts, surgical tables.
- Simple locks and door hardware.
- Food service equipment for patients, staff, and general public.
- Hospital equipment for indirect patient use such as pneumatic tube system, elevators, water distillers, and nurse call system.
- Fire alarm equipment.
- May be included in the 24/7 emergency call back rotation.

Inspection of:

- Air handlers used for heating and cooling.
- Laminar air flow and HEPA (high efficiency particulate air) filtering systems for direct patient use, located in surgical and burn units and other patient care areas.
- Steam traps, pipes, coils, and pneumatic controls of temperature and humidity.
- Electrical components and systems.
- Plumbing equipment such as valves, faucet stems, drains in-patient, staff and public areas.
- Chillers and towers.
- Pneumatic tube system and its components.
- Fire alarm equipment.

Adjustment of:

- Controls for room heating, air conditioning and humidification, refrigeration and air conditioning equipment.
- Small appliances including oxygen and vacuum regulators and gauges, small compressors and vacuum pumps, small electric motors, heaters.
- Food service equipment.
- Chillers and towers.
- Airflows to maintain spaces positive or negative for infection control or protection of immuno-compromised patients.
- Balance air & water to meet requirements.

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Investigation of:

- Environmental problems involving patient and staff safety.
- Reports of fire.
- Electrical hazards including shorts, overheating, malfunction.
- Reports of liquid or vapor leaks.
- Malfunctioning equipment related directly or indirectly to patients.

Records

- Take daily utility meter readings.
- Log completed preventive maintenance tasks on task form.
- Log all major activities in master plant engineering daily log.
- Initiate service requests on the FMIS (Facility Management Information System) computerized system.
- Operate computer-based work order system, and responsibly complete all assigned maintenance requests.

Automation

- Initiate appropriate computer-controlled adjustments to correct discrepancies in environmental and lighting systems.
- Maintain, operate, and program computer-based building automation systems which regulate lighting, and heating and cooling of the buildings
- Operate pneumatic tube system using IBM PC to determine location of lost carriers, clear system of carriers, and restart system.
- Monitor and operate Notifier 2020 Intelligent Fire Alarm Systems (this duty also occurs at nights or weekends, when only two maintenance mechanic objectives are on duty).

Performance Measures:

- Timely and effective completion of assigned service requests.
 - Demonstration of knowledge, skills and ability required for successful performance as evidenced by actual work completed, computer records, and an absence of substantiated customer complaints regarding work or conduct.
 - Demonstration of independent problem-solving abilities.
 - Adherence to appropriate safety procedures.
- Perform other assigned duties as necessary, including work after hours work - as required to maintain patient care.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> • High School Diploma or GED. • Formal acceptance into the Apprenticeship program.
	Preferred	
Work Experience	Minimum	One year of prior work experience.
	Preferred	.
Licenses & Certifications	Minimum	Valid Driver's License
	Preferred	
Driving Requirements		<ul style="list-style-type: none"> • If position requires driving a company vehicle, the following requirements apply: • Must be 21 years of age to drive a UW Health Fleet vehicle, and must be 25 years of age to drive a UW Health vehicle rated for 15 or more passengers. • Ability to be insured by Hospital's risk management insurer which requires (1) a valid Wisconsin Driver's License and (2) successfully passing a driving background check.
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Ability to read and interpret blueprints, schematics, diagrams, and drawings. • Familiarity with the operation of maintenance related tools and equipment. • Proficient with Microsoft Office Applications. Possession of good customer service skills.

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AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/> Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input checked="" type="checkbox"/> Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<input type="checkbox"/> Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:	Required ability to stoop, bend, climb a ladder, kneel and lift. Ability to be on your feet and walking great distances for majority of your shift.		

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.