

UW HEALTH JOB DESCRIPTION

LEAD MAINTENANCE TECHNICIAN

Job Code: 410035	FLSA Status: Non-Exempt	Mgt. Approval: J. Harrod	Date: April 2020
Department: Facilities-F&E Services		HR Approval: J. Middleton	Date: April 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 Lead Maintenance Technician performs advanced level mechanical maintenance and repair work at all UW Health locations. This position will be highly customer focused, responsive, and extremely reliable. The Hospital and Clinic operations requires quick response to system and equipment failures.

MAJOR RESPONSIBILITIES

This position serves as point of contact for all facility locations and departments that require service. The incumbent may coordinate the work of and provide guidance and/or direction to Maintenance Mechanics, Maintenance Technicians, or contractors. Work is performed under limited supervision.

Lead Responsibilities:

- Assigns work to peers, provides peer direction, and responsible for monitoring progress of team members and projects.
- Train new staff and provide ongoing training for existing staff.
- Monitor activities performed by insurance follow-up staff to make sure that accounts are reconciled appropriately and timely.
- Complete quality improvement and productivity activities.

B. Zone Responsibilities:

- Act as contact for any building issues, including: Climate control, odors, smoke, spills, damage, emergencies and repair.
- Monitor contractor performance and work closely with outside vendors, contractor and trades to ensure work is completed safe and according to specs.
- Assist with maintaining building, and immediately responding to building emergencies.
- Complete all project documentation, project description and assign tasks out to proper Trade or contractor, with risk assessments.
- Track work being performed in zone by Maintenance & Engineering Services staff.
- Resolve customer issues and complaints.
- Update department management on building operations status and recurring problems that may require additional action.
- Review, provide recommendation, and initiate incoming work orders.
- Recommend need for trades worker services, coordinate tasks with trades lead worker, and assist with completion.
- Review and prioritize new work orders, review completed work order tasks, and finish out completed work orders.
- Review equipment and maintenance work order backlogs, assist with completion.
- Operate as primary contact for managers and hospital staff in designated area.
- Recommend outside maintenance contracts.
- Procurement of repair parts for daily operations and utilities
- May be included in the 24/7 emergency call back rotation.

C. Maintenance of existing HVAC systems:

- A. Repair, replace, adjust and calibrate (under the direction of the Maintenance & Operations Supervisor or HVAC Specialist) electronic, electric, digital and pneumatic controls for HVAC fans, pressure vessels, steam and hot water heating, chillers, pumps, towers and domestic water systems.
- B. Direct a preventive maintenance program for building utilities using non-lead mechanics.
- C. Order and maintain adequate supplies for the preventive maintenance program.
- D. Test water and adjust chemical levels for heating, cooling systems.

D. Emergency Generators:

- E. Load test emergency generators with the assistance of a qualified electrician.
- F. Maintain repair, maintenance, and test records for generators at various UW Health sites.
- G. Train non-lead mechanics on proper maintenance and testing procedures.
- H. Assemble equipment manuals, drawings and instructions for each control system.

E. Domestic Water and Plumbing Systems:

- I. Test water systems for correct chemical levels. Adjust as required, to maintain the proper levels.
- J. Maintain records for analysis by supervisors and outside agencies.
- K. Train non-lead maintenance mechanics on testing and adjustments.
- L. Guide non-lead maintenance mechanics in accomplishing preventive, corrective and routine maintenance tasks.
- M. Assemble equipment manuals, drawings and instructions for each control system.

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F. Medical Air and Vacuum Systems:

- N. Repair, replace, adjust medical air, vacuum and manifold systems.
- O. Guide non-lead Maintenance Mechanics and Maintenance Technicians in accomplishing preventive, corrective and routine maintenance tasks.
- P. Train non-lead Maintenance Mechanics and Maintenance Technicians on testing and adjustments.
- Q. Assemble equipment manuals, drawings and instructions for each control system.

G. Reporting and recommendations:

- R. Make recommendations, including estimated costs, based on savings or extending equipment life or both after investigating HVAC or equipment operations.
- S. Provide technical information and data for specific parts to be purchased. Order and maintain an inventory of replacement parts to insure continuous operation of equipment.
- T. Recommend preventive maintenance techniques, methods and schedules for HVAC systems.

H. Related maintenance responsibilities:

- U. Work with other trades such as plumbers, steamfitters, electricians etc. to complement the entire Maintenance & Engineering Services mission.
- V. Perform maintenance on other mechanical and facility items of a similar kind and level as required by the supervisor.
- W. Balance all air systems as they are modified for supply, return and exhaust CFM to ensure occupants comfort and safety. Including biological safety hoods and fume exhaust hoods.
- X. Inspect and test helicopter Jet A fuel and pumping stations. when assigned
- Y. Perform other assigned duties as necessary, including afterhours work - as required to maintain patient care and normal Clinic operations.

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

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	Two year technical diploma
Work Experience	Minimum	Four year mechanical maintenance experience or formal training
	Preferred	Four year mechanical maintenance experience or formal training in a healthcare setting
Licenses & Certifications	Minimum	
	Preferred	Senior Mechanic 1 or Building Operators Certification
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"> • Valid driver's license. • Ability to read and interpret blueprints, schematics, diagrams, and mechanical drawings. • Familiarity with the operation of maintenance related tools and equipment. • Proficient with Microsoft Office Applications. • Possession of good customer service skills. • Strong working knowledge of HVAC controls and control systems. • Strong working knowledge of preventive maintenance procedures. • Knowledge of air balancing requirements.

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)

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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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 5px;">Occasional Up to 33% of the time</th> <th style="width: 50%; padding: 5px;">Frequent 34%-66% of the time</th> <th style="width: 50%; padding: 5px;">Constant 67%-100% of the time</th> </tr> </table>	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time					
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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.