

## UW HEALTH JOB DESCRIPTION

### MAINTENANCE MECHANIC

Job Code: 410033	FLSA Status: Non-Exempt	Mgt. Approval: J. Puckett	Date: 12.2020
Department: Maintenance & Engineering Svcs/TAC	HR Approval: J. Middleton	Date: 12.2020	

### 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.

Under the supervision of the Supervisor, the Maintenance Mechanic performs general building maintenance, routine inspections and minor repair work; including assisting crafts workers or Maintenance Technicians. Work is performed under close, progressing to limited supervision. The Hospital and Clinic operations requires quick response to system and equipment failures. This position will be highly customer focused, responsive, and extremely reliable.

### MAJOR RESPONSIBILITIES

**The Maintenance Mechanic is generally assigned to a specific facility based on square footage. The incumbent is given training instructions and/or assistance by a higher-level Technician or trades person, on the more complex tasks that are beyond their abilities.**

- Perform preventative maintenance and general building maintenance duties of assigned locations, to ensure efficient and safe operation of facility and grounds.
- Perform basic mechanical functions on facility equipment, including but not limited to: oil, belt, pulley, fan and filter changes, boiler water testing, monthly generator tests, coil cleaning, programming digital stats, cleaning and/or adjusting humidifier, to ensure effective operation of those equipment and systems.
- Perform general maintenance duties, including, but not limited to: replacement of light bulbs and ballasts, general carpentry, painting, drywall, wallcovering repair, repairing locks, basic electrical, and light duty plumbing (as required) to keep sites in effective working order.
- Maintain, operate, and program computer-based building automation systems. These systems regulate lighting, and heating and cooling of the buildings to provide employee comfort, while managing expenses required to operate properties.
- Maintain the appearance of the properties and equipment to acceptable levels.
- Assist locations with emergency procedures during power failure or in case of fire. Operate security and fire alarm panels.
- Operate computer-based work order system to complete all assigned maintenance requests. May order supplies using computer-based requisition system.
- Work with and direct contractors and vendors.
- Perform other assigned duties as necessary, including work after hours work - as required to maintain patient care and Clinic operations.

**When assigned to a Single Facility Assignment such as an Ambulatory Clinic or Business location:**

- Perform Custodial/EVS duties that may include but not limited to: Cleaning various spills and splashes, policing trash and sweep debris from entrances and sidewalks, snow removal from entrances and sidewalks, replacing empty toilet tissue and paper towels in bathrooms, emptying trash.

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

### JOB REQUIREMENTS

Education	Minimum	High School Diploma or GED
	Preferred	
Work Experience	Minimum	One year of basic maintenance or repair related experience.
	Preferred	Experience with HVAC, electrical, carpentry, plumbing and mechanical systems, concepts and techniques.
Licenses & Certifications	Minimum	Valid driver's license.
	Preferred	

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Driving Requirements	<ul style="list-style-type: none"> <li>If position requires driving a company vehicle, the following requirements apply:</li> <li>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.</li> <li>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.</li> </ul>
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> <li>Detail oriented.</li> <li>Ability to learn and perform multiple tasks and jobs simultaneously.</li> <li>Ability to read and interpret construction documents and as-built drawings.</li> <li>Adaptability to changing priorities and timelines.</li> <li>Self-motivated, with the ability to work independently and organize daily schedule.</li> <li>Knowledge of computers, including work order and building automation systems.</li> <li>Ability to perform basic HVAC, plumbing, electrical and carpentry work effectively and efficiently.</li> <li>Ability to operate and use power tools, safely and effectively.</li> <li>Effective communication skills and the ability to get along with others.</li> <li>Proficient with Microsoft Office Applications</li> <li>Adherence to UW Health Performance Standards, adapted to the Maintenance &amp; Engineering Services Department.</li> </ul>

### 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.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>Sedentary:</b> 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.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
<b>Light:</b> 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.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>

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<b>X</b>	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.