



## **NVIH POSITION DESCRIPTION**

### **FACILITY/PROJECT MANAGER ASSISTANT**

**REPORTS TO:** Facility/Project Manager

**SUPERVISES:** None

**POSITION SUMMARY:** Under the direction of the Facility/Project Manager, the Facility /Project Manager Assistant will plan, organize, assist in the areas of facility/grounds maintenance, security, and repair; equipment maintenance, repair and installation and project management. This position requires working at all clinic sites as directed by supervisor. This position will be utilized as a back-up support staff to the individual site facility staff as needed to include transportation duties, as assigned by the Facility/Project Manager.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Assist in the proper care, repair and maintenance of the NVIH facilities, parking area and landscaping.
2. Through direction from the Facility/Project Manager, work with contractors/sub-contractors on repairs, installations, small construction remodeling, grounds improvements, and maintenance projects.
3. Respond to NVIH Maintenance Request System inquiries.
4. Assist with after hours and weekend emergency calls involving facility needs.
5. Test or calibrate components or equipment, following manufacturers' manuals and troubleshooting techniques, using hand tools, power tools, or measuring devices.
6. May assist in minor dental equipment repairs as qualified and assigned.
7. Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.
8. Dependability – Job requires being reliable, responsible, and dependable in fulfilling obligations.
9. Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.
10. Independence – Job requires independent action with little or no direct supervision to complete the tasks assigned.
11. Integrity – Job requires being honest and ethical.
12. Computers and Electronics – Knowledge of circuit boards, processors, chips, electronic equipment and computer hardware
13. and software, including applications and programming in relation to dental equipment.
14. Mechanical – Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
15. Flexible – Ability to move between job duties to complete tasks and support individual Site Maintenance Supervisors as assigned.
16. Other job duties as assigned by Facility/Project Manager

**All NVIH employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

**EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Valid California driver's license.
2. Must maintain a clean driving record throughout employment and to submit a personal DMV printout every 6 months thereafter.
3. Proof of continuing personal liability auto insurance as required by California state law.
4. Willing to submit to a Live Scan background check.
5. Current CPR and First Aid certificate or able to obtain one within 30 days
6. High school diploma or equivalent.
7. Able to perform duties with minimal supervision.
8. Able to read, write, follow instructions, prepare reports and to communicate effectively verbally and in writing.
9. Willing to travel for training.
10. Due to insurance purposes must be 21 years old or older as well as clean DMV printout for four (4) to seven (7) years.
11. Ability to operate power tools, i.e., leaf blower, hedge trimmer, etc. and follow all CalOSHA guidelines in operating such equipment.

Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

**CHARACTER:** Job requires abstinence from any and all mind and/or mood altering substances during work hours, no exception. Driver will inform Maintenance Supervisor of any medications at the start of the work shift. Responsible and able to exercise a high level of judgment, accept supervision, and exercise a high level of accuracy and organization, maintain strict confidentiality, and communicate and deal effectively with people in a professional and courteous manner. Responsible and able to comply with all federal, state, municipal laws, statutes, ordinances and any/all applicable rules and regulations of the Northern Valley Indian Health, Inc.

**OTHER:** Applicants must successfully pass a pre-employment physical exam; tuberculin skin test or X-ray; and be willing to submit to random drug screening tests. Applicants must also, upon request, submit fingerprints for criminal record clearance and child abuse registry review. Health must be adequate to perform all duties.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Must be able to effectively present information and respond to questions from groups of patients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

**IMPORTANT DISCLAIMER NOTICE**

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**FLSA STATUS:** Non Exempt

**DATE OF LAST REVIEW / REVISION:** 2/2012; 4-2014 8-2015

**ASSIGNED SITE:** Chico

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Name

\_\_\_\_\_  
Date