



NVIH POSITION DESCRIPTION

FACILITY/PROJECT ASSISTANT

REPORTS TO: Facility/Project Manager

SUPERVISES: None

POSITION SUMMARY: Under the direction of the Facility/Project Manager, the Facility /Project Assistant will plan, organize, assist in the areas of facility/grounds maintenance, security, and repair; equipment maintenance, repair and installation and assist in 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 maintenance and transportation 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, works with NVIH staff , contractors/sub-contractors on scheduling and coordinating repairs, installations, small construction remodeling, grounds improvements, and maintenance projects.
3. Respond to NVIH Maintenance Ticket Request System inquiries and assign as needed.
4. Assist with after hours and weekend activities and emergency calls involving facility needs.
5. Test or calibrate components and equipment, following manufacturers' manuals and troubleshooting techniques, using hand tools, power tools, or measuring devices. Examples; (diagnose minor plumbing and electrical issues requiring a working knowledge of how to find the area and volume of a space, how to locate framing members in the wall and identify basic building materials, and have a basic understanding of how to read plans.)
6. Identify non-ADA complaint areas, openings, paths of travel and other elements.
7. Inspecting the facilities for general building health conducting hazard assessments and making recommendations to maintain a clean and safe facility.
8. Run safety trainings with in the maintenance department and keep records
9. Move between job duties to complete tasks and support individual Site Maintenance Supervisors as assigned.
10. 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. High school diploma or equivalent.
2. Must have two or more years of practical maintenance experience required.
3. Must have working knowledge of basic ADA requirements as pertains to healthcare facilities
4. Must work independently with little supervision – Job requires independent action with little or no direct supervision to complete the tasks assigned.
5. Must be detail oriented – Job requires being careful about detail and thorough in completing work
6. Must be computer literate – have a working knowledge Microsoft Outlook and utilize it functions to plan organize and communicate with NVIH staff and outside vendors.
7. Must be dependable – Job requires being reliable, responsible, and dependable in fulfilling obligations
8. Must have experience working with yard care equipment and tools, including uses, repair, and maintenance.
9. Current CPR and First Aid certificate or able to obtain one within 60 days
10. Must be able to prepare reports using Excel and be able to communicate effectively verbally and in writing.
11. Must be willing to travel as assigned.
12. Valid California driver’s license, clean driving record and evidence of personal automobile insurance
13. Due to insurance purposes must be 21 years old or older as well as clean DMV report and insurable by NVIH in auto insurance carrier.
14. Must have experience operating 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:

1. Job requires abstinence from any and all mind and/or mood altering substances during work hours, no exception. Stress Tolerance, job requires accepting criticism and dealing calmly and effectively with high stress situations. Integrity, honesty and good work ethic required.
2. 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, using the height width and depth of a space find the area or volume, estimate ,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; 5/2019

ASSIGNED SITE: Chico / Willows

Name

Date