



Position Description

Position Title:	Project Technician		
Department:	Maintenance	Reports To:	Maintenance Foreman
Classification:	Non-Exempt	Revision Date:	August 2018

Position Overview

Maintenance:

Participates in short and long-term renovation and remodeling projects on Havenwood Heritage Heights' campuses. Individual works closely with other members of the Maintenance and Havenwood Heritage Heights staff in coordinating and accomplishing all work requirements within the Maintenance Department under the supervision of the Foreman. The Technician is subject to working on call on a rotating basis (on call for emergencies 7:00 p.m. – 7:30 am on weekdays and 3:30 p.m. – 7:30 am on weekends) and weekend coverage.

Compliance Statement:

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

Principle Duties and Responsibilities

Safety:

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights' safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attends all mandatory in-services.
3. Wears all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.
4. Uses proper body mechanics at all times.
5. Wears seatbelts when involved in all HHH related travel.
6. Complies with, supports and enforces Havenwood Heritage Heights' policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.

Maintenance:

1. Makes repairs to plumbing and mechanical systems.
2. Participates in renovation and remodeling projects.
3. Participates in snow removal process.
4. Responds to all Code Red events.

Competencies

- Customer Focus
- Technical Capacity
- Ethical Conduct
- Communication Proficiency
- Results Driven
- Initiative

Qualifications and Skills

- Must be a High School graduate or equivalent.
- 6 years experience/knowledge of rough and finish carpentry and building structures or a graduate of a Technical School and 4 years experience required.
- Must demonstrate the ability to follow written and oral directions.
- Works effectively with a minimum of supervision.
- Must have an extensive knowledge of various electrical, mechanical and plumbing systems. Individual must be tactful, patient and courteous and be able to remain calm and level-headed in emergencies.
- Works effectively as a team member with all Maintenance staff or all staff in various situations.
- Subject to emergency calls and the on-call rotation schedule.

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.

The Project Technician is subject to prolonged, sustained, repetitive, strenuous activity. Due to the nature of the work, the Project Technician is exposed to inclement weather as well as periodic extreme heat, sun conditions and insect bites. The job requires frequent and repetitive bending, stooping, kneeling, squatting, walking, and reaching. May also have to work in awkward positions. The job also requires working inside and out in all types of weather. Repetitive motions using both wrists, elbows, shoulders, knees, and ankles. Must have excellent upper-body strength and be able to perform overhead activities handling objects up to 50 lbs. without assistance. The Project Technician is required to have full range of motion and the ability to lift and move objects up to 75 lbs. without assistance. May frequently push and pull objects 50-75 lbs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Protection of HHH Assets and Resources

Havenwood Heritage Heights' assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

Signature

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: _____

Date: _____