

EASTERN OKLAHOMA MEDICAL CENTER
Position Description

POSITION: Maintenance Technician

DATE: January 1998

DEPARTMENT: Plant Operations

APPROVAL: _____

POSITION SUMMARY:

Performs a variety of general, mechanical and preventative maintenance as well as inspections, servicing, repair and overhaul of equipment for the hospital and facilities of the hospital. Is responsible to the supervisor and works closely with other maintenance personnel. Consults with supervisor concerning assignments and keeps supervisors informed of activities, needs and problems.

POSITION ACCOUNTABILITIES:

1. Carries out routine and specific assignments.
2. General working knowledge of procedures, techniques, materials and equipment used in installation, maintenance and repair of mechanical equipment and associated systems.
3. General repair and preventative maintenance of HVAC equipment. Adjust air flow, thermostats and filter changes as necessary.
4. General repair and replacement of electrical fixtures, receptacles, and light bulbs.
5. Install, operate and test new equipment.
6. Repair, assemble, move and install furniture fixtures and equipment.
7. Assists other trades personal as needed in handling materials on major repair or installation projects.
8. Performs daily checks of mechanical, medical gases, temperatures, and lighting with documentation.
9. Perform electrical safety checks of hospital equipment, electrical receptacles, electrical appliances, and power distribution panels.
10. Assures that all safety checks are full documented and updated.
11. Maintains established hospital and department policies and procedures, objectives, quality assurance, and safety.
12. Maintains professional growth and development through educational programs and inservice meetings.

POSITION QUALIFICATIONS:

Minimum Education

High School diploma or equivalent
Vocational or technical school training
beyond high school is a plus.

Minimum Experience

Should have one year of general
maintenance experience or work experience
in related fields.

Required Courses/Training

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Required Certification/Registration

Must have a valid drivers license

Skills

Physical Demands

Repeated bending, squatting stooping.
Prolonged standing and walking.

Working Conditions

May be exposed to hazards from use of
electrical, electronic, mechanical and power
equipment, toxic Chemicals, solvents and
gases.