



THE FARMS
AT BAILEY STATION
A LIFECARE COMMUNITY
Position Description

POSITION TITLE:	Director of Maintenance	DEPARTMENT:	Building Operations
FLSA:	<i>Exempt, Full Time</i>	SUPERVISOR:	<i>Executive Director</i>
SUPERVISES:	<i>Maintenance, Security, Contractors</i>	Revised:	1/5/21

POSITION SUMMARY

Supervise the maintenance of the buildings, interior spaces, and mechanical assets of The Farms. Oversee and develop budgets and capital expenditures in regards to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. This list is not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Responsible for the total operation and maintenance of the Physical Campus. Supervises the maintenance of The Farms at Bailey station buildings to the high standards of construction.
- Responsible for involvement in the development of the Capital Budget and annual maintenance budgets.
- Responsible for all construction, remodeling and maintenance to all of The Farms buildings.
- Responsible for all maintenance contracts, electrical systems, phone systems, fire panels, emergency response systems and disaster preparedness.
- Develop vendor relationships and negotiate contracts for maintenance services when appropriate.
- May receive after hours calls for maintenance emergencies.
- Coordinate the development of the Safety Committee including scheduling and facilitating monthly meetings.
- Develop and implement a comprehensive preventative maintenance program and work order system.
- Other duties as assigned by Supervisor.

SUPERVISORY RESPONSIBILITIES

- Directs and leads the entire Building Operations Team, setting goals and guidelines with quality improvements always in mind.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational Requirements and Experience:

- High School Diploma or Bachelors/Technical degree in related field.
- Four years maintenance supervision experience.
- Must have HVAC certification and experience.
- Working knowledge of machinery, tools, repair techniques, plumbing and related repair.
- Must have experience with electrical systems, phone systems, fire panels, emergency response systems and disaster preparedness.
- Working knowledge of kitchen equipment.
- Must have carpet and flooring experience; maintenance, upkeep and repair.
- Experience and understanding of state regulatory requirements related to Life Safety of Licensed Skilled Nursing and Assisted Living strongly preferred.

Knowledge, Skills and Abilities:

- Language Ability:
 - Ability to communicate effectively in writing and speaking the primary language of the residents.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, site plans, and procedure manuals.
 - Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- 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 graphs.
- Cognitive Demands:
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills:
 - Ability to use Microsoft Windows. Ability to use software to design calendars and signs. Ability to use the Internet.
- Competencies:
 - Ability to operate a car/truck and maintain a valid driver's license. Ability to operate general office equipment.

ENVIRONMENTAL ADAPTABILITY

- Works both indoors and outdoors
- Possible exposure to unpleasant odors, body fluids, and hazardous materials
- Possible exposure to chemicals as identified in the MDS Manual
- Continuous exposure to residents who are ill, confused, irritable and irrational

PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How much on-the-job time is spent in the following physical activities?
Show the amount of time by checking the appropriate boxes below.

	None	Amount of Time		Over 2/3
		Under 1/3 to 1/3	2/3	
Stand				x
Walk				x
Sit		x		
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance			x	
Stoop or kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell			x	

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	None	Amount of Time		Over 2/3
		Under 1/3 to 1/3	2/3	
Up to 10 pounds				x
Up to 25 pounds				x
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distance and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements