

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: April 6, 2018
TITLE: Maintenance Worker
FTE: PRN (as needed)
SITE: Administration
SUPERVISOR: Jerome Williams, Regional Administrator

RESPONSIBILITIES:

Under the supervisor of the Regional Administrator, the Maintenance personnel maintains and provides a safe and comfortable environment of care by overseeing maintenance, repair, grounds keeping and security of the facilities. Performs regular, basic, structural and grounds keeping inspections of facilities to insure full compliance with Federal, State and local laws.

REQUIREMENTS:

Education: High school diploma or equivalent.

Experience: Requires at least six months experience in facility maintenance, electrical or other trades.

Knowledge, Skills and Abilities:

- 1) Detail oriented and works with a high degree of accuracy.
- 2) Organized and ability to work flexible hours.
- 3) Knowledge of basic building and facility systems, including electrical, plumbing, heating and ventilation, and/or other building systems.
- 4) Knowledge of basic mathematical/accounting procedures.
- 5) Knowledge of basic clerical, organization, and office skills.
- 6) Knowledge of basic telephone etiquette and protocols.
- 7) Ability to work with people in stressful situation.
- 8) Must be self directed and able to complete projects with limited supervision.
- 9) Ability to follow through with directives either orally or in written form.
- 10) Ability to perform duties and responsibilities with dignity, calm, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 11) Demonstrates ability to work well in a team environment.
- 12) Ability to travel to work in any El Centro Clinic, as requested.
- 13) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-Free Workplace

Interested individuals must submit an updated employment application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

DEADLINE: Position open until filled