



**Three Affiliated Tribes
Elbowoods Memorial Health Center**

1251 Elbowoods Loop
New Town, ND 58763-4400
(701) 627-4750 Fax: (701) 627-2809



Job Description

MAINTENANCE/SECURITY/HOUSEKEEPING

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Facilities Manager DEPARTMENT: EMHC Facilities SALARY: \$23.76 – \$33.00 DOE/DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: White Shield Clinic OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

Maintenance: Responsible for Facilities Maintenance and repair work for the TAT Health Care Facilities programs as follows: EMHC; Field Clinics in Mandaree, Twin Buttes, Parshall and White Shield; I.H.S Staff Housing; Vehicle Pool; and Maintenance Shops. To maintain an attractive, sanitary and safe facility and to ensure a working and safe environment for staff and public by maintaining designated areas, and minimizing property damage, loss and liability exposure.

Security Officer: The Security Officer reports to Facilities Engineer and is responsible for maintaining a safe and secure environment for patients, visitors, employees and staff. Performs patrols, enforces EMHC safety and security policies, monitors alarms and fire alarm systems and responds to provide assistance in both non-emergency and emergency situations.

Housekeeping: This position must provide clean, sanitary, comfortable, orderly and satisfying surroundings for the patients, employees, and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. The housekeeper may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen.

To maintain an attractive, sanitary and safe facility and to ensure a clean and safe environment for staff and public by cleaning designated areas, using a variety of cleaning materials and equipment and minimizing property damage, loss and liability exposure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintenance

1. Conducts maintenance and repair as per examples below:
 - a. HVAC systems;
 - b. Plumbing systems;
 - c. Electrical equipment;
 - d. General Facility including painting and carpentry;



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- e. Other trade duties and responsibilities including boiler plant, masonry, plastering, grounds care, and GSA vehicle management;
- 2. Following simple oral or written instructions and/or work orders;
- 3. Read and understand work orders in order to complete assigned work;
- 4. Requires eye-hand coordination and manual dexterity sufficient to operate power tools, machinery;
- 5. Use and maintain power and pneumatic hand tools;
- 6. Operate bobcat, mowers, tool cats and forklifts;
- 7. Performing maintenance and preventative mechanic duties;
- 8. Knowledge of standard building techniques, practices, and codes, read and understand blueprints, sketches and schematics;
- 9. Use and maintain shop tools, drill press, band saw, table saw, etc., follow manufacturer's instructions for use of power tools, follow safety manuals on operation of tools and equipment, follow safety guidelines;
- 10. Assists Facilities Manager in program planning and development of overall Facility program;
- 11. Assists in Facilities life safety program;
- 12. Ensures system compliance for all accrediting and regulatory requirements;
- 13. Primary advisor for the Facilities Manager;

Security

- 14. Performs security patrols, enforcing badge procedures, protecting property from theft, embezzlement, sabotage and fire;
- 15. Monitors security system and respond according to policies and procedures;
- 16. Respond to pages and codes according to policy and procedures;
- 17. Effectively remove physical threats of harm from facility as appropriate;
- 18. Accounts, investigates and writes reports on accidents, incidents, suspicious activities, safety and fire hazards and other security related situations;
- 19. Provides any needed assistance to patients, employees and visitors;
- 20. Communicates with local law enforcement as appropriate;
- 21. Assists in Facilities life safety program;

Housekeeping

- 22. Responsible for Facilities housekeeping for the TAT Health Care Facilities programs as follows: EMHC; Field Clinics in Mandaree, Twin Buttes, Parshall, White Shield, Dental and TAT Diabetes Center;
- 23. Assists in Facilities life safety program;
- 24. Provides housekeeping services for field clinics;
- 25. Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.;



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26. Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings;
27. Requires working in damp, dusty and dirty areas. Must clean up human waste and other body fluids, as required;
28. Responsible for disposal of trash, waste, and other disposable materials;
29. Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, State Health Department, etc.;
30. Plan work schedule for major tasks;
31. Damp dust furniture, light fixtures, window sills, etc.;
32. Empty trash containers daily;
33. Wet mop floors and bathrooms daily. Damp mop all corridor floors, lobby, dining areas, and others daily;
34. Clean wash basins, mirrors, commodes, tubs, and showers daily;
35. Check all vacant rooms daily to keep fresh;
36. Clean all air vents;
37. Report any needed repairs immediately to Maintenance supervisor (such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair, etc.);
38. Wash windows as scheduled;
39. Completely strip and recoat all floor areas when necessary and as scheduled.
40. Check entire area for spills, water, etc. periodically, especially in residents' bathrooms;
41. Follow instructions on use of germicidal solutions to clean. All procedures for solution use will be part of the housekeeper's training;
42. Use safety precautions in all housekeeping services;
43. Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.;
44. Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings;
45. Ensures system compliance for all accrediting and regulatory requirements;
46. Represents EMHC in a highly professional matter;
47. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
48. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
49. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;



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- 50.** Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- 51.** Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center;
- 52.** Attend training and maintain certifications as required; and
- 53.** Other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical** – The individual synthesizes complex or diverse information;
- **Problem solving** – The individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully;
- **Verbal/written communication** – The individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings;
- **Quality management** – The individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness;
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions;
- **Planning/Organizing** – The individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans;
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation and Elbowoods Memorial Health Center policy and procedures of personnel administration;
- Knowledge of the organizations and operations of administrative programs.

Abilities

- Ability to apply and adapt practices and techniques to the special requirements of senior management;
- Ability to establish and maintain effective relationships with other management staff, employees, and the public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to be punctual, reliable, dependable and able to maintain confidentiality.



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MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED; **REQUIRED**
- Three (3) years of specialized facilities building maintenance experience; **PREFERRED**
- Obtain certifications in Heavy equipment, motorized equipment, and/or other needs related to position;
- Must be willing to travel between clinics;
- Familiarity with MHA Nation culture, values, and traditions;
- Valid Driver's License and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle; **REQUIRED**
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. CST;
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job;
 - Work is performed in an office/clinic/outdoor/warehouse environment with varying conditions of noise level, temperature, and illumination;
 - Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment;
 - Work situations may be stressful and require irregular hours;
 - Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment;
 - Work is performed inside with exposure to unpredictable crisis situations;
 - Shift work may be required;
 - Extensive walking is required since interaction between all disciplines within the health care operations and management is required;
 - Travel may be required to accomplish organizational goals;
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
 - The individual is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear;
 - The individual is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl;
 - The individual must regularly lift and/or move up to 50 pounds;
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
 - Must be alert, oriented, ability to perform with accuracy and always be self-conscious of surroundings.



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Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to ABR_MNTEMHCrecruitment@ihs.gov & Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____