

# **LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.**

## **JOB DESCRIPTION**

**TITLE: FACILITY MAINTENANCE SUPERVISOR**  
**DEPARTMENT: MAINTENANCE**  
**SUPERVISOR: FACILITIES DIRECTOR**  
**CLASSIFICATION: NON-EXEMPT FULL-TIME**

### **POSITION SUMMARY:**

The Maintenance Supervisor is responsible for overseeing the day-to-day maintenance operations of the healthcare clinic, ensuring a safe, clean, and functional environment for patients, staff, and visitors. This role includes supervising maintenance staff, coordinating repairs and preventive maintenance, managing vendors and contractors, and ensuring compliance with healthcare regulations, safety codes, and facility standards.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervise and coordinate the work of maintenance personnel, including scheduling, training, and performance evaluations.
- Perform routine inspections of the facility to identify and resolve issues in plumbing, electrical, HVAC, medical gas systems, and structural components.
- Prioritize and assign work orders, ensuring timely and cost-effective repairs and maintenance.
- Develop and oversee a preventive maintenance schedule for all building systems and equipment.
- Ensure compliance with OSHA, state health department regulations, and other applicable codes and standards.
- Collaborate with the clinic's administration on facility upgrades, renovations, and emergency planning.
- Maintain accurate records of maintenance activities, inspections, repairs, and equipment logs.
- Manage maintenance budgets and inventory of tools, equipment, and supplies.
- Coordinate with external vendors and contractors for specialized repairs or projects.
- Respond promptly to emergency calls, including after-hours incidents as needed.
- Performs other job-related duties as assigned.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

#### **Education:**

- High school diploma or GED required.
- Technical certification or associate degree in facility maintenance, HVAC, electrical, or related field preferred.

#### **Experience:**

- Minimum 3–5 years of experience in facility maintenance, preferably in a healthcare or clinical setting.
- At least 2 years of supervisory or team leadership experience.

#### **Skills:**

- Strong knowledge of building systems (HVAC, plumbing, electrical, etc.).
- Ability to read and interpret blueprints, technical manuals, and safety regulations.
- Effective leadership, communication, and problem-solving skills.
- Proficiency in maintenance management software and Microsoft Office.
- Understanding of healthcare facility compliance and infection control protocols.

#### **Licenses/Certifications:**

- Valid driver's license.
- Certifications in HVAC, electrical, plumbing, or safety compliance (preferred but not required).

#### **All LCTHC employees are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and

-Abide by the LCTHC policies and procedures as they may from time to time be updated.

**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. Sitting / Mobility: Approximately 5% of time is spent working at a desk. Balance of time (approximately 95%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 50 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

**HIPAA Health Insurance Portability and Accountability:**

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

***IMPORTANT DISCLAIMER NOTICE***

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.**

I have read and understand all aspects of this job description

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Dept. Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date