



CANONCITO BAND OF NAVAJOS HEALTH CENTER

PO Box 3338/129 Medicine Horse Drive – To'Hajiilee, New Mexico 87026
Phone (505) 908-2307 / Fax (505) 908-2010

INC.

MAINTENANCE GROUNDSKEEPER Position Description

Department:	Facilities
Job Code:	
Pay Range:	
Hours/Week:	40
Position Type:	Full-Time

Reports To (Title):	Facilities Manager
Classification:	Non-Exempt
Effective Date:	July 1, 2016
Revised Date:	September 25, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center, Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendor
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Maintenance Groundskeeper is responsible for a full range of maintenance and groundskeeping duties including the day-to-day management of the building, landscape, maintenance and repair of all buildings, grounds and equipment.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

PLANNING

- Plans the use of, equipment, facilities, materials, and tools on a daily or project-by-project basis using work schedules and sequence of operations, meeting established objectives and goals.
- Performs assigned tasks based on general methods, procedures, policies and goals established the Health Center Director.
- Prioritizes work orders, considering overall Health Center needs and input from the work request originator.
- Stays abreast of work assignments' progress, adjusts worker assignments, and requests for overtime, equipment, and materials to meet schedules.
- Determines and changes schedules, priorities, and work sequences when necessary and makes minor deviations in procedures or redirect resources under their control to overcome problems such as equipment failure, material delays, or unplanned absences. Notifies supervisor when revisions to established priorities, personnel or other resources are required.
- Identifies the supplies, materials and personnel needed on a yearly basis for the supervisor's review and inclusion in the annual budget.
- Oversees Preventive Maintenance (PM), and adds new equipment to PM schedule as needed.

WORK DIRECTION



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- Receives direction from the Health Center Director through oral and written instruction, as well as work orders.
- Makes assignments considering the difficulty of the assignment and capabilities of employees. Reviews work in progress and/or upon completion. Determines work requirements, methods and procedures, addresses and corrects problems that arise. Insures employees are kept informed of all matters that may affect their performance.
- Adjusts work plans, assignments and methods as necessary to accomplish work effectively, timely, and economically. Assures material are ordered and delivered to work sites so as not to delay work.
- Assures all safety practices are observed in work operations.

ADMINISTRATION and COMPLIANCE

- Plans and coordinates leave with the Facility Manager by submitting leave requests in advance.
- Complies and performs to standards.
- Performs all work and ensures compliance with AAAHC, OSHA and CLIA standards and regulations.
- Enforces compliance of Safety Standards. Ensures the shop acquires and accounts for the tools necessary to complete the mission of the department. Ensures that Personal Protective Equipment (PPE) and tools are in good working order and replaces when worn or unsafe to use.
- Ensures mandatory competences, annual training, and other safety requirements (vaccinations, etc.) are met.
- Ensures that a log of all Materials Safety Data Sheets (MSDS) is kept current.
- Reports all incidents.
- Maintains necessary reports and records.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Education:

- A minimum of one (1) year of in-depth industry and job specific technical skills acquired through a combination of formal instruction and on-the-job training.

Experience:

- One (1) to two (2) years of similar or related experience.

Mandatory Knowledge, Skills, Abilities, Other Qualifications:

- Must be able to carry out the essential duties, functions and responsibilities as detailed above.
- Knowledge of standard trades practices including plumbing, electrical, structural, HVAC, and landscaping.
- Working knowledge of woodworking techniques and basic shop mathematics and are skilled in using measuring tapes, squares, levels and other carpentry tools to plan, layout, measure, cut, contract and install materials according to dimensional requirements and specifications.
- Thorough knowledge and understanding of healthcare facilities operations, maintenance and repair of complicated equipment, the functioning of building systems and their inter-relationships to provide comprehensive building environmental control and support of patient care.
- Landscape and maintain proper upkeep of sidewalks, driveways, parking lots and other ground features.
- Knowledge of irrigation systems.



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MAINTENANCE GROUNDSKEEPER
Position Description

- Knowledge of various applicable Federal and State Code and regulations, including AAHC standards, OSHA Standards, National Electrical Code, NFPA codes 101 and 99. Familiarity with codes regarding medical gases and flammable gases.
- Current employment as evidenced by positive employment references from previous and current employers.
- Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Navajo native language.
- Prior experience working with Indian Health Services (IHS), a Tribe or Tribal organization in a healthcare environment.

WORK ENVIRONMENT

- Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Duties require using machinery, tools, fuels, and liquids that have chemicals and may produce heat, fumes and gases. This position may be exposed to certain health risks that are inherent when working within a health center facility. This position requires exposure to outside environment.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, walking, sitting, keyboarding, reading, ladder work, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job includes reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.