



## JOB DESCRIPTION

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**Job Title:** Facilities Coordinator

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**General Summary of Duties:** Helps the clinic maintain a secure and well-functioning work environment. Responsible for providing general maintenance and repairs for the clinic.

**Supervisor:** Quality Assurance Officer

**Major Responsibilities/Tasks:**

1. Provides general clinic maintenance.
2. Performs minor repairs for electrical, lighting, plumping, painting, and any other repairs as needed.
3. Handles replacement and organization of clinic keys.
4. Assists on physical moving projects.
5. Order clinic maintenance supplies and maintain an inventory of supplies.
6. Performs related work as required.

**EDUCATION:** A high school diploma or GED is required.

**EXPERIENCE:** Minimum one (1) year of experience in an office environment is preferred.

**CERTIFICATE/LICENSE:** CPR certification preferred.

**KNOWLEDGE, SKILLS, & ABILITIES:** The jobholder must demonstrate current competencies applicable to the job position.

1. Knowledge of common safety hazards and precautions to establish a safe work environment.
2. Skill in developing and maintaining effective working relationship.
3. Ability to maintain quality control standards.
4. Ability to react calmly and effectively in emergency situations.
5. Ability to work independently with minimal direct supervision.

**PHYSICAL/MENTAL DEMANDS/WORKING CONDITIONS:** Normal office environment. Work is often performed under stringent time lines and some evening and weekend work may be required. Frequent exposure to communicable diseases or body fluids. Requires full range of motion including handling and lifting patients, manual and finger dexterity and hand-eye coordination. Requires standing and walking for extended periods of time. Must be able to lift 50 pounds and occasionally lift and carry items weighing up to 100 pounds. Requires corrected vision and hearing to normal range. Staff must remain flexible and available to provide staffing assistance for any/all disaster or emergency situations.

**PHYSICAL DEMANDS, WORKING CONDITIONS, ESSENTIAL FUNCTIONS:**

✓ Manual Dexterity	✓ Exposure to toxic/caustic/chemicals, detergents
✓ Full range of body motion to maneuver weight of patients	✓ Exposure to extreme conditions (hot/cold)
✓ Standing, walking	✓ Exposure to dust/fumes
✓ Reach above shoulder	✓ Exposure to x-ray, electromagnetic energy
✓ Repetitive arm/hand movements	✓ Sense of smell/taste
✓ Color Vision	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens
✓ Push/pull weight of up to 50 lbs.	✓ Ability to work under stress, or in emergency situations
✓ Carry up to 100 lbs.	✓ Lift up to 100 lbs.
✓ Reaching, bending, stooping, kneeling, crawling	✓ Hear alarms/telephone/tape recorder