

Corning Healthcare District

District Manager Administration Assistant:

A. PROGRAMS

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access

B. Responsibilities

4. Answer Phone
 5. Respond to calendar event emails
 6. File
 7. Bind reports
 8. Copy agenda packets and mail them
 9. Manage calendar for conference room
 10. Typing
 11. Interaction with customers
 12. Interaction with the public
 13. Attend board meetings
 14. May Attend Association meetings
 15. Take notes at meetings
 16. file
 17. maintain records
 18. Keep detailed notes
 - a. Threats
 - b. Complaints
 - c. Dangers
 - d. Police interactions
 19. To stay will informed on all District matters and concerns,
 20. To act in accordance with the by-laws
 21. To observe the grounds and buildings and report to the Manager any problems.
1. Submit to periodic and an annual personnel review by the District Manager
 2. The Administrative Assistant training schedule must include AB1234 and AB1825 training once every two years.

3. Notification of breach in records must be immediately reported to the District Manager

D. The Press

Administrative Assistant shall refer all press questions to the District Manager

Laws and Policies

4. To have knowledge of the Brown Act.
5. To have knowledge of the By-Laws of the District
6. To have knowledge of the policy and employee manual
7. To have Knowledge of hospital and public records protocol

E. Assistant

1. Admin assistant takes direction from the District Manager.
2. He or She is required to report to the District Manager any direction or request made by any individual director, (See policy manual.)

Maintenance Manager

Budget is approved by Corning Healthcare District Board. Employee is hired by and answerable to the District Manager.

Responsibilities

1. Repair and maintain mechanical equipment and buildings either directly or by using vendors
 - a. Heating and Air Conditioning Systems,
 - b. Electrical Systems,
 - c. Plumbing Systems
 - d. Roofing
 - e. Pavement Projects
 - f. Cement Projects
 - g. Building Projects
 - h. Dry Walling
 - i. Painting
 - j. Woodwork
 - k. Flooring
2. Project manager
 - a. Roofing
 - b. Pavement Projects
 - c. Cement Projects
 - d. Building Projects
3. Assist in interviewing prospective hires in bidding process
4. Perform routine preventive maintenance to ensure machines continue to run smoothly
5. Inspect drives, motors, belts, check fluid levels, replace filters, and other maintenance duties
6. Answer Emergency calls i.e. broken water line

Repairing

- a. Repair or replace defective equipment parts using hand tools and power tools and reassemble equipment.

Equipment maintenance

- a. Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate.

Information Ordering

- a. Inspect drives, motors, and belts, check fluid levels, replace filters, and perform other maintenance actions, following checklists.

Equipment Selection

- a. Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills and wrenches, to precision measuring instruments and electrical and testing devices.

Mechanical

- a. Assemble, install and/or repair wiring, electrical and electronic components, pipe systems and plumbing, machinery, and equipment.

Troubleshooting.

Project Coordination

- a. Paint and repair roofs, windows, doors, floors, woodwork, plaster, drywall and other parts of building structures.
- b. Creates plans

Other

- a. Meets qualifications for general maintenance worker

Qualifications

1. Ten or more years experience in construction
2. Licensed general contractor in good standing or retired in good standing
3. Shall have proven skills in construction, including but not limited to carpentry, electrical installation and repair, plumbing, painting, and roofing
4. Minimum of three good references
5. Possession of a valid California driver's license; willingness to work outside (if necessary) in inclement weather.

Venders

- Get preliminary pricing
- Deal with venders and contractors
- Involved with sealed bids
- Talk with cleaners when necessary

CLASSIFICATION TITLE: Maintenance Worker

DEFINITION

Under general supervision, performs a variety of work in the general maintenance and repair of buildings, facilities, and equipment. Performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Head of Maintenance

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

General Maintenance and Repair of Buildings, Facilities, Equipment, and Grounds
Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; exercises discretion in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; activates and deactivates building alarms and responds to alarm calls during and after regular work hours; maintains clean, safe, and orderly work sites.

- a. Carpentry: Performs basic rough and finished carpentry work in construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves
- b. Glazier: Removes broken glass, putty or plastic; replaces windows and door hardware; replaces or arranges for replacement of glass for windows, doors, and light fixtures.
- c. Electrical: Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits and appliances; repairs lighting systems; inspects electrical systems for unsafe conditions.
- d. Plumbing/Painting: Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts;

maintains and monitors septic system; applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; repairs wall coverings

- e. Grounds Maintenance: Maintains grounds in clean and orderly manner. Maintains grounds maintenance equipment; installs and maintains drinking fountains repairs/replace water heaters.
- f. Masonry: Lays forms, mixes, pours, and finishes small concrete jobs for buildings, sidewalks and slabs.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described including related work experience in one or more of the building trades

Knowledge of: Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, appliance repair, and electrical wiring; standard practices and tools used in the maintenance and repair of building facilities; safety practices and procedures related to the building trades; basic math to add, subtract, multiply, and divide.

Skill and Ability to: Effectively use a variety of hand and power tools; read blueprints; review and identify projects needed to be serviced by outside contractors; follow oral and/or written instructions; communicate effectively in both oral and written form; maintain work logs; establish and maintain cooperative and effective working relationships with those contacted in the course of work assignments.

Other Characteristics

Possession of a valid California driver's license; willingness to work outside (if necessary) in inclement weather.

Senior Program and Public Relations Coordinator

This a part-time position (20 hour week) with flexible hours due to the nature of the work to be done. The person in the position is responsible for but not limited to:

1. Visiting senior centers and/or where seniors gather to provide educational materials
2. Attend health fairs throughout the year representing the district and senior needs
3. To attend Elder Services Coordinating Council And any other associations that he or she feels is important to meet the needs of the senior citizens of the Corning Healthcare District
4. Provide HICAP Services
5. To provide a quarterly report of activities
6. Has the freedom to create other brochures and flyers as needed, coordinating with the District Manager
7. Write articles for the newspaper related to health or health related events
8. To represent the District at community and county events decided with the District Manager
9. To be hired by and supervised by the District Manager

The Corning Healthcare District (CHD) Elder Services Program provides health and wellness education, workshops on cooking and nutrition, Medicare counseling through HICAP, Diabetes support, and information on a wide variety of issues relevant to seniors, including Parkinson's Disease, Alzheimer's, caregiving, falls prevention, personal and home safety, emergency preparedness, depression and mental health, suicide prevention, and end of life planning.* We have assisted seniors with incontinence supplies, walkers, emergency food, and much more. CHD Elder Services also distributes the File of Life refrigerator magnet free of charge to community members age 50 and over. *Disclaimer: Elaine Benwell is not a medical professional. She provides information and support only. She does not diagnose, treat, prescribe, or give medical advice.