

MATAGORDA EPISCOPAL HEALTH OUTREACH PROGRAM (MEHOP)

JOB TITLE: Maintenance/ Patient Transportation
CLASSIFICATION: Part-Time
LOCATION: MEHOP Clinics, Bay City, TX
REPORTS TO: MEHOP COO

JOB SUMMARY: The MEHOP Maintenance and Patient Transportation position monitors and maintains cleanliness, sanitation, and organization of MEHOP facilities. Primarily responsible for performing general/preventive maintenance and repairs on all physical structures and certain facility equipment. Responsibilities include, but not limited to, the following; appliance repairs, plumbing repairs, carpentry repairs, painting, heating and A/C repairs, turnaround maintenance, rotating locks and repairing locks, minor electrical repairs, etc. He/She will also be responsible for transporting patients three days a week to and from appointments.

JOB DUTES AND RESPONSIBILITIES:

- Monitoring and maintaining cleanliness, sanitation and organization of assigned work areas (bathrooms, buffing floors, vacuuming, dusting).
- Monitor and maintain cleanliness of outside work areas
- Trash disposal
- Conduct maintenance tasks such as replacing lightbulbs, etc.
- Ability to climb a ladder
- Complete all necessary set up, breakdown, side work, opening and closing duties as assigned.
- Perform minor fixes such as repairing broken locks, doors, etc.
- Inspect and trouble shoot equipment and systems
- Report facilities or maintenance issues immediately to the COO
- Responsible for MEHOP regular vehicle maintenance (including oil changes, cleanliness etc.)
- Transport patients to and from appointments via MEHOP vehicles
- Any other related tasks assigned by management

JOB REQUIREMENTS AND EDUCATION:

- Provide the highest quality of service to the patient always
- Applicant must be able to work independently, to organize work, to establish priorities, to follow defined procedures, and to follow through in the completion of tasks.
- 1-2 year of maintenance experience
- Clean driving record
- Must pass criminal background check
- Friendly, outgoing, organized, and energetic personality
- Ability to multi-task and have excellent communication skills
- Regular use of a ladder
- While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to work with their hands and must regularly lift and/or move up to 10-25 lbs, and frequently lift and/or move up to 50 lbs.
- Previous maintenance, plumbing and electrical experience is preferred.
- The maintenance technician must have his/her own transportation and tools.
- This position is available immediately and is 16 - 20 hours per week.

BENEFITS: Paid holidays, Accrued PTO

SALARY: Commensurate with experience.