

POSITION DESCRIPTION

MAINTENANCE ENGINEER

Reports To: Plant Operations Manager

Position Status: Non-Exempt

Supervises: No-One

Effective Date: 03/04/2025

GENERAL SUMMARY

The Maintenance Engineer is responsible to the Plant Operations Supervisor for building, grounds, equipment, and for repair or remodeling projects. The position also is responsible for communications with other people or organizations; operating equipment and observing safety procedures; and performing project duties, when required. The Maintenance Engineer also shares on call duty during non-work hours in the event of plant problems or emergencies.

DUTIES and RESPONSIBILITIES

1. Plans and arranges day-to-day workload with Plant Operations Supervisor.
2. Responsible for general repairs to owned and leased facilities including patching, painting, laminate work, wall protection, and other duties to keep the buildings looking good.
3. Performs maintenance engineering tasks involving electrical, plumbing, heating, air conditioning and ventilation, carpentry and related skills.
4. Performs building and other support services tasks such as replacing lights or checking building systems.
5. Operates equipment such as saws, grinders, drills, electrical controls, and other shop tools with appropriate training and use of safety equipment.
6. Performs project duties and responsibilities such as equipment repairs or remodeling projects.
7. Prepares records and reports as required.
8. Performs other duties and responsibilities as may be required.

9. Requires being on call during non-work hours in the event of plant problems or emergencies.
10. May require some night and weekend work as some jobs cannot be completed when units are open.

PLANNING

The position is responsible for arranging assigned projects and activities, checking with the Plant Operations Supervisor on scheduling work and planning how to complete assignments based on established procedures and practices.

SUPERVISION and COORDINATION

The position does not supervise other persons. It is responsible for coordinating efforts with other NKC personnel.

EXTERNAL CONTACTS

This position has contacts with vendors, support service contractors and inspectors. These contacts are required to facilitate building and equipment services, and order parts and service.

DECISIONS

The position is responsible to the Plant Operations Supervisor for decision-making required to perform duties and responsibilities. These decisions are based on established procedures and practices. Typical decisions include checking completed work; deciding how to handle unusual situations; and making sure safety procedures are observed.

JOB CONDITIONS and PHYSICAL EFFORT

- Must be able to communicate effectively in English on the phone, in writing, and in person.
- Must be able to use a computer keyboard, mouse, and pull down windows in an efficient manner. Must be able to demonstrate use of appropriate software after training.
- Duties and responsibilities are performed in clinical dialysis units, office, and outdoor environments. The Maintenance Engineer may be exposed to smells, noise, vibration, and hazards, such as exposure to electric current, chemicals, and moving machinery. The Maintenance Engineer may be required to wear a respirator and other safety equipment.

- Physical activities require the ability to climb, balance; stoop, kneel, crouch, crawl, reach; stand, walk; push, pull, lift; finger, grasp, feel; talk, hear; and repetitive motions of hands, wrists, fingers.
- The physical requirements include the ability to lift/move objects weighing over 100 pounds occasionally, and lift/move objects weighing up to 20 pounds frequently. May work in confined spaces.
- The position requires visual acuity to read, inspect work, and operate equipment.
- Valid Washington State driver's license required for travel between NKC facilities.

CUSTOMER SERVICE STANDARDS

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

EDUCATION and EXPERIENCE

The Maintenance Engineer should have the equivalent of high school education with maintenance related courses. Additional course work may be required.

The Maintenance Engineer should have the equivalent of three years previous maintenance engineering experience with responsibilities for carpentry, electrical, plumbing, and related skills.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW and APPROVAL

Chief Financial Officer/CFO

Date

VP of People and Culture

Date

EMPLOYEE SIGNATURE

I acknowledge that I have received and reviewed a copy of the job description:

Employee Name

Date