



**Grover C. Dils Medical Center** Grover C. Dils Medical Center is looking to employ a dedicated and reliable maintenance assistant to maintain our facilities and perform regular maintenance tasks.

To be successful as a maintenance assistant, you should be hard-working, have good hand-eye coordination, and the ability to lift heavy objects as required. Ultimately, an exceptional maintenance assistant should be able to safely operate hand and power tools as well as demonstrate excellent problem-solving and time management skills.

**Location:** CALIENTE, NV

**Hours:** 40 hours a week – FULL TIME

**Wage:** \$15 - \$17 per hour depending on experience

**Maintenance Assistant Responsibilities:**

- Completing minor repair work, which includes repairing doors, locks, door frames and handles as well as replacing light bulbs, sockets, switches, and window glass.
- Performing basic plumbing tasks, which includes unclogging drains as well as fixing leaking faucets and toilets.
- Performing regular cleaning duties, which includes sweeping, dusting, mopping, and vacuuming.
- Maintaining all outdoor areas: lawn care, as well as shoveling snow and ice as required.
- Inspecting control panels and electrical wiring to detect any issues that require immediate attention.
- Taking inventory of maintenance supplies and notifying the Supervisor of low or depleted supplies.
- Promptly responding to requests for emergency repairs and clean-ups.
- Ensuring that all maintenance equipment is in good working order.

**Minimum Requirements:**

- High school diploma or GED.
- Sound knowledge of basic plumbing, carpentry, and electrical wiring.
- Proven general maintenance experience.
- The ability to safely operate hand and power tools as well as cleaning equipment.
- The ability to lift heavy objects.
- Strong problem-solving skills.
- Excellent time management skills.
- Effective communication skills.
- Good hand-eye coordination.

Applications are available on line at [www.gcdmc.org](http://www.gcdmc.org), or you may pick up the application in person Monday thru Friday from 8am-4pm in our Human Resources office located in the Administration building in Caliente.

**Applications must be complete and submitted to Marci Gardner, HR Director by email: [mgardner@gcdmc.org](mailto:mgardner@gcdmc.org), by mail to: P.O. Box 1010 Caliente, NV 89008 or delivered in person.**

Questions regarding the position may be directed to **George Rowe** at 775/726-8025.

**Grover C. Dils Medical Center is an Equal Opportunity Employer.**