

POSITION DESCRIPTION

Department: Facilities Title: Facilities Engineer I, II	
Date Created: 05/20/2026 Next Review Date: 05/20/2028	Reports to: Facilities Director Approved by:  Shawn E Ottley (May 28, 2026 08:53:48 PDT) (Administrative Dept. Signature)

POSITION STATUS: ☒Hourly ☐Salaried

Facilities Engineer I

POSITION SUMMARY

Performs maintenance, repair, and operational duties to support the safe, efficient, and reliable operation of hospital facilities and building systems. Assists in maintaining compliance with healthcare facility regulations, safety standards, and Environment of Care requirements.

DUTIES & RESPONSIBILITIES

- Perform semi-skilled maintenance, repair, and construction duties of one or more of these trades: plumbing, electrical, mechanical, carpentry, painting, patching HVAC, refrigeration, medical gas and vacuum systems, biotech equipment, and/or engineered drawings. Utilize hand and power tools and safety equipment properly and safely.
- Respond to emergencies and provide callback support as requested by supervisor.
- Perform daily facility rounds, complete checklist, turn off unneeded lights, check for needed repairs, pick up litter, do minor repairs, etc.
- Perform assigned and unassigned repair requests within individual capabilities, providing appropriate repairs or recommending additional repair needs as necessary.
- Read and interpret plans, blueprints, diagrams, schematics, specifications, SOPs, and written instructions related to the operation, assessment, and repair of hospital equipment and systems.
- Assist in maintaining a safe, sanitary, and compliant healthcare environment by responding to spill cleanup needs, keeping work areas clean, and properly storing or securing tools at the end of the workday.
- Maintain professional, courteous, and customer-service-oriented interactions with patients, visitors, staff, contractors, and vendors while performing assigned duties. Communicate effectively with hospital staff regarding maintenance activities, repair status, and operational impacts to minimize disruption to patient care areas. Take ownership of assigned tasks and provide appropriate progress updates to the team.

- Understand and follow emergency, evacuation, and disaster response procedures outlined in the Emergency Action Plan and Lake Chelan Health Disaster Plan.
- Support inspections and compliance rounds (EOC, Life Safety, DNV readiness).
- Perform hard floor and carpet cleaning and maintenance.
- Maintain system documentation, logs, and records per policy, including but not limited to documentation related to fire alarm tests, fire sprinkler tests, and fire watch duties.
- Operate hospital-owned vehicles and equipment for snow removal and related duties.
- Participate in rotating on-call responsibilities with other team members.
- Assist with small projects and system upgrades.
- Perform and/or assist in outside, seasonal workloads. (Snow Removal, Groundskeeping, etc.)
- Respond promptly to emergency service requests impacting patient care.
- Assist other members of the department.
- Consistent attendance and adherence to scheduled work hours.
- Perform preventative maintenance programs, keeping appropriate records, and alerting his/her supervisor of potential or actual problems or shortages, using the Computerized Maintenance Management System (CMM System).
- Working knowledge of hospital facility systems and applicable codes.
- Occasionally help as a technical liaison for inspections, audits, and regulatory surveys.
- Safely operate ladders, lifts, and other access equipment in accordance with hospital safety policies and manufacturer guidelines and follow established lockout/tagout (LOTO) procedures to ensure equipment and systems are properly isolated prior to maintenance or repair activities.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent required; Associate degree or trade certification preferred.
- 2–4 years of facilities or building maintenance experience (healthcare preferred).
- OSHA 10-hour and ICRA certifications preferred.
- NFPA 99 and NFPA 101 awareness training.
- ASHE Healthcare Physical Environment Worker certification preferred.
- Strong communication skills and teamwork orientation.
- Ability to manage work priorities and respond to critical issues.

Facilities Engineer II

POSITION SUMMARY

Serves as an advanced-level facilities professional responsible for leading complex maintenance and infrastructure projects, supporting regulatory compliance, optimizing building system performance, and providing technical guidance and mentorship within the Facilities Department.

DUTIES & RESPONSIBILITIES

- Perform all duties and responsibilities of the Facilities Engineer I position with full proficiency and minimal supervision.
- Lead preventive maintenance (PM) and corrective maintenance activities for assigned building systems including HVAC, electrical, emergency power, plumbing, medical gas, and utility systems.
- Independently troubleshoot, diagnose, and repair complex facility and equipment issues affecting hospital operations and patient care environments.
- Coordinate and manage medium-scale renovation, infrastructure, and capital improvement projects from planning and design through commissioning and closeout.
- Serve as a technical resource and liaison during regulatory inspections, accreditation surveys, life safety rounds, and compliance audits.
- Analyze system performance data to improve energy efficiency and reliability.
- Develop SOPs, training materials, and safety documentation.
- Provide training, guidance, and mentorship to Facilities Engineer I staff and assist with departmental onboarding and skill development.
- Coordinate vendors, contractors, and service providers to ensure work is completed safely, efficiently, and in compliance with hospital standards and applicable codes.
- Advanced technical knowledge of hospital systems, codes, and compliance standards.
- Communicate effectively with hospital leadership, staff, contractors, vendors, and regulatory agencies regarding facility operations and project activities.
- Demonstrate strong project management, leadership, organizational, and problem-solving skills while managing multiple priorities independently.
- Other duties as assigned.

QUALIFICATIONS

- High school diploma or equivalent required; Associate degree or trade certification preferred.

- Minimum of three years of progressive facilities engineering experience in a healthcare environment.
- NFPA 99 Healthcare Facilities Certification preferred.
- Minimum of three years in Facilities Engineer I role with consistent 'Meets' or 'Exceeds Expectations' rating.
- Ability to work independently with minimal supervision.
- Demonstrates ability to manage independent assignments and minor projects.
- Strong project management, problem-solving, and leadership skills preferred.



Our Values

The Values at Lake Chelan Health provide fundamental guidance to all staff in creating an exemplary patient experience and a wonderful environment for staff to care for our community. The Values of Lake Chelan Health ensure we consistently meet our Mission: *To Provide the highest quality healthcare with compassion and respect to the community we serve.* The Values at Lake Chelan Health Support our just culture – one of an accountable organization, that develops strong systems, treats all staff with respect and equity, and encourages employees to take responsibility for their choices while reporting errors and system vulnerabilities. Our values guide the way we interact with our employees across all levels and disciplines – framing the way we interact with our patients.

Vision: To improve community health and make our region a better place to live.

Mission: To provide the highest quality healthcare with compassion and respect to the community we serve.

Values: Relationships, Integrity, Compassion, Respect, Excellence

Relationships

We hold relationships as a foundational value for all interactions. We seek first to understand in all relationships- patients, coworkers, and our community.

At Lake Chelan Health we will:

- Place the highest value on developing and maintain sincere relationships with those we interact with.
- Expect more from ourselves than we expect from others.
- Empower each other to carry out tasks and actions.
- Foster growth and improvement in our peers and our teams
- Include those closest to the problem when making decisions.
- Create a working environment that encourages working to the "top of one's license"
- Seek to create a working environment that we enjoy, and patients trust.

Integrity

We demonstrate strong behavioral and ethical standards. We are accountable to our patients, our peers, and our community to these high standards in all our actions.

At Lake Chelan Health we will:

- Always do the right thing for our patients and their families.
- Work to earn the trust of those we serve.
- Communicate in an open and honest manner with the highest of ethical standards.
- Trust others while seeking, allowing, and expecting open and honest feedback.

Compassion

We treat every interaction with compassion, valuing every experience and story that our patients and their families bring with them. We seek to heal the whole person.

At Lake Chelan Health we will:

- Treat each patient, family, and caregivers with kindness and caring.
- Be respectful and understanding of the needs of our diverse community.
- Treat all of those we serve with humility, equity, and understanding.
- Provide care with grace and humanity.

Respect

We place a priority on equality and inclusion on a daily basis, honoring the dignity and worth of each individual.

At Lake Chelan Health we will:

- Honor our differences, regardless of issue.
- Celebrate the accomplishments of those we work with.
- Interact with humility and understanding.
- Be open minded and appreciate the perspectives and life experiences of all.
- Acknowledge and celebrate diversity in our community and our organization.
- Encourage transparency – encourage constructive identification of problems and take concerns directly to those involved.
- Communicate expectations clearly, dealing with content not assumptions.

Excellence

We demonstrate a full commitment to providing the highest level of quality and value in all aspects of our work, including operational, clinical, governance, financial, and relational.

At Lake Chelan Health we will:

- Expect quality and excellence for ourselves and those we interact with.
- Exemplify a just culture by focusing on improving systems – and treating staff equitably.
- Report errors, systems issues and provide solutions to improve, and not blame.
- Seek opportunities for continuous improvement in all our works.
- Use education and training as the foundation for improvement.

PHYSICAL REQUIREMENTS ANALYSIS

Department: Facilities

Job Title: Facilities Engineer I, II

Mark all responses using the following codes:

N = Never

O = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday

F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday

C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
☐	☐	☐	☒	Walking
☐	☐	☒	☐	Sitting/Standing
☐	☐	☒	☐	Reaching: Shoulder Height
☐	☐	☒	☐	Above Shoulder Height
☐	☐	☒	☐	Below Shoulder Height
☐	☒	☐	☐	Climbing
☐	☐	☒	☐	Pulling/Pushing: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Lifting: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Carrying: 25 pounds or less
☐	☒	☐	☐	25-50 pounds
☐	☒	☐	☐	Over 50 pounds
☐	☐	☒	☐	Crawling/Kneeling
☐	☐	☒	☐	Bending/Stooping/Crouching
☐	☐	☒	☐	Twisting/Turning
☐	☐	☒	☐	Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

☒ Unprotected heights

Harmful physical agents:

Lighting: ☒ Bright

☒ Heat/Cold

☒ Dim

☒ Noise

☒ Mechanical hazards

☐ Ionizing/non-ionizing radiation

☐ Hazardous substances

☐ Infectious diseases

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

Vision:

☐ Good

☒ Correctable

☐ Blind

Color Vision:

☒ Normal

☐ Impaired

Hearing:

☒ Normal

☐ Moderate Loss

☐ Deaf

Manual Dexterity:

☒ Good

☐ Fair

Talking/Speech:

☒ Normal

☐ Moderate Loss

☐ Mute

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description, and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

Job Description: Facilities Engineer I, II v3 May 2026

Final Audit Report

2026-05-28

Created:	2026-05-27
By:	Ruby Sylvester (rsylvester@lcch.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6dhWWeEWrhcSLxdiQk1T6_ZEsGYWvUlv

"Job Description: Facilities Engineer I, II v3 May 2026" History

-  Document created by Ruby Sylvester (rsylvester@lcch.net)
2026-05-27 - 11:23:27 PM GMT
-  Document emailed to sottley@lcch.net for signature
2026-05-27 - 11:23:32 PM GMT
-  Email viewed by sottley@lcch.net
2026-05-28 - 3:53:26 PM GMT
-  Signer sottley@lcch.net entered name at signing as Shawn E Ottley
2026-05-28 - 3:53:46 PM GMT
-  Document e-signed by Shawn E Ottley (sottley@lcch.net)
Signature Date: 2026-05-28 - 3:53:48 PM GMT - Time Source: server - Signature Appearance Selected: DRAW
-  Agreement completed.
2026-05-28 - 3:53:48 PM GMT