

 Oroville Hospital	Job Description for Assistant Director of Plant Operations	Department:	Maintenance
		Dept.#:	8460
		Last Updated:	7/22/08

Reports To

Director of Plant Operations

Job Summary

Assists Director of Plant Operations and directs programs to maintain buildings, grounds and equipment, as well as utilities and their use; coordinates maintenance and engineering activities with other departments, attends managerial staff meetings, as well as safety and other meetings, as directed by the Director of Plant Operations, assumes the duties of Director of Plant Operations in his absence.

Duties

1. Responsible for departmental shift scheduling, days off, vacations, etc
2. Plans and reviews project control in man hours and materials
3. Reviews and recommends plans for approval for new construction, advises on structural changes and additions or modification of buildings
4. Establishes and administers preventative maintenance programs, set priorities and expedites operations and repairs
5. Periodically inspects buildings and utility systems to determine need for alterations and repairs
6. Approves contracted work, accompanies appropriate state and local authorities inspecting buildings and utility systems
7. Aids in departmental personnel matters pertaining to employment, trainings and grievances of employees
8. May direct safety, fire control, security and participate in hospital infection-control programs

Qualifications

1. Must obtain the ability to read blueprints, manuals and reports
2. Must obtain the ability to use all hand and power tools including; lathe, drill press, grinder, welder, electric arc, and gas, fans ,pumps, motors, compressors, refrigeration, heaters, gauges, and medical gases
3. High school graduate preferred with three years experience in hospital maintenance in such fields as plumbing, electrical wiring, and general building maintenance, air conditioning, heating and construction
4. Must possess a valid California driver's license with a clean DMV record

Lifting Requirements

Semi- Sedentary: Sits and walks throughout workday. Stooping and climbing in inspecting and directing work, handling and manipulation office equipment and materials. Talking and hearing for frequent communication with staff and others. Must obtain; near-visual acuity, to read blueprints, building code manuals and bids from constructors. Works outside and inside, visits all areas of the hospital and supporting facilities, may be required to work long hours in emergencies.