

 Oroville Hospital Job Description for Supervisor of Plant Operations	Department:	Maintenance
	Dept.#: Last Updated:	8460 2/22/08

Reports To

Director of Plant Operations

Job Summary

The responsibility of the Director of Plant Operations is to assist the director of Plant operations and Assistant Director of Plant Operations in programs to maintain buildings, grounds and equipment, as well as utilities and their use, coordinates Maintenance and engineering activities with other departments. Attends staff, safety, quality assurance and other meetings as directed by the Director of Plant Operations, assumes the duties of the Assistant Director of Plant Operations or the Director of Plant Operations in their absence.

Duties

1. Responsible for departmental shift scheduling of Maintenance Engineers, Grounds, Security and Gardener
2. Plans and reviews project control in man hours and materials
3. Reviews and recommends plans for approval to the Director of Plant Operations on structural changes, additions or modifications of building
4. Administers preventative maintenance programs, recommends priorities and expedites operations and repairs, controls maintenance and shop inventory, initiations materials equipment requests, insures proper supplies are on and to complete normal repairs
5. Periodically inspects building and utility systems for alterations and repairs
6. Accompanies appropriate state, local and other governing agencies inspecting building and utility systems as directed by the Director of Plant Operations
7. Aides in departmental personnel matters pertaining to employment, training and grievances of employees

Qualifications

1. 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 procedures
2. Must possess a valid California driver's license with a clean DMV record

Lifting Requirements

Lifting: Heavy is considered lifting 100 pounds maximum, with frequent lifting and/or carrying of objects weighing up to 50 pounds. May stand for up to 8 hours a day, walks and climb stairs, and ladders while on duty, works inside and out.