

 Oroville Hospital	Job Description for Director of Plant Operations	Department:	Maintenance
		Dept.#:	8460
		Last Updated:	2/27/08

Reports To

Chief Operating Officer

Job Summary

Administers and directs program to maintain buildings, grounds, and equipment to procure or generate all utilities and their distribution systems; coordinates these activities with the other departments to insure safe and efficient operations. Attends staff meetings to ascertain hospital policies, assists in their development, and interprets these policies to his staff.

May direct safety, fire control, security and civil-defense programs and participate in hospital infection-control program.

Duties

1. Plans and recommends development of physical facilities
2. Reviews and recommends approval of plans for construction
3. Advises on structural changes and additions or modifications to buildings
4. Interviews contractors to receive and analyze bids, including blueprint analysis of proposed changes
5. Submits bids and recommendations to the administration, basing recommendations on economy and feasibility of bids
6. Provides liaison with contractors, architects, engineers, material and equipment suppliers
7. Prepares department budgets
8. Approves orders for equipment and suppliers, as authorized
9. Establishes and administers preventative maintenance program
10. analyze costs and work schedules; sets priorities; expedites operations and repairs
11. Periodically inspects buildings and utility systems to determine need of alterations and repairs
12. Approves contracted work
13. Accompanies appropriate State and local authorities inspecting buildings and utility systems
14. Is responsible for departmental personnel matters pertaining to the employment, training, Termination, and grievances of employees
15. Works with office equipment, blueprints, specifications, manuals, reports, all hand and power tools, including; lathe, drill press, grinder, welder, electric arc and gas, fans, pumps, motors,

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compressors, refrigeration, heating, boilers, electrical, plumbing, wood working equipment, meter gauges, and medical gases

16. Must be familiar with building maintenance techniques, equipment and operation of plumbing and heating systems; fire and safety regulations and procedures
17. Should be familiar with work and limitations of various crafts
18. Should understand engineering specifications and is familiar with industrial ordering and inspection procedures on such equipment as elevators and high pressure boilers
19. Obtains knowledge of State and local buildings and sanitation codes
20. Must be able to apply principles of personnel management to selection and placement of workers
21. Must be able to investigate all new trends, techniques and advancements in the health care field, construction and equipment design

Qualifications

1. Verbal ability is required to communicate with staff, contractors and others to gather and analyze data for reports and to keep informed of new development
2. Numerical ability is required to prepare departmental budgets and estimates for new construction, repairs and maintenance
3. Spatial perception is required to read and understand blueprints and specifications of new construction, installation, and maintenance of equipment
4. Ability to analyze, organize and delegate
5. Must possess a valid California driver's license with a clean DM V record
6. High school graduate preferred with practical experience in such fields as stationary engineering, building maintenance, plumbing, electrical wiring, special courses and training in mechanics and business management
7. Five years experience in working with boilers, engines, air conditioners and other complex mechanical equipment expected
8. Experience may be used in lieu of specific class work

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.