

## **HOSPITAL MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under direction, identifies, prioritizes, assigns, supervises and performs work necessary for the installation, operation, maintenance and repair of buildings and utility systems at Natividad Medical Center, including sewer, structural, architectural, electrical, steam, medical gas, HVAC and water; and perform other related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Positions in the class of Hospital Maintenance Supervisor are located only in the engineering department at Natividad Medical Center. This class is distinguished by its first-line supervisory responsibility for a functional work unit assigned to a specific aspect of plant maintenance/repair. Incumbents are either assigned to the unit performing utility systems work or to the unit performing architectural/structural work. Hospital Maintenance Supervisor is further distinguished by serving as a technical resource to Building Maintenance Workers, and as such, regularly performs the more complex maintenance and construction tasks.

This position is distinguished from the next lower classification of Building Maintenance Worker in that the latter is a journey level, County-wide classification whose primary responsibility is the performance of a wide variety of skilled and semi-skilled operation, maintenance, repair and alterations work.

Hospital Maintenance Supervisor is distinguished from the next higher class at Natividad Medical Center of Physical Plant Manager in that the latter is a single position, management class with responsibility for the planning, budgetary, and personnel aspects of hospital plant operations and maintenance.

It is further distinguished from the County-wide classification of Building Maintenance Supervisor in that the latter does not require a specialized knowledge of hospital facilities and systems, supervises more employees, over a large geographic area, and performs the skilled or semi-skilled tasks only rarely.

### **EXAMPLES OF DUTIES**

1. Prioritizes, schedules, assigns, directs, supervises and evaluates the work of maintenance personnel.
2. Supervises and participates in the completion of both scheduled and unscheduled work orders and emergency service calls.
3. Operates and supervises the repair, maintenance and use of electrical, mechanical and electro-mechanical equipment, including electric generators, high and low-pressure steam boilers, high-capacity chillers, and medical gas compressors and pumps.
4. Makes effective recommendations for personnel actions, including hiring, performance evaluations and discipline.
5. Conducts training and safety sessions with shop staff.
6. Maintains required records, including CCR-T 22, CCR-T 24, JCAHO, and NFPA.
7. Reads and interprets blueprints, engineering diagrams, sketches and plans necessary to identify and define work assignments, standards, tools, materials, and equipment.

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8. Prepares reports or summaries on the status of operations, maintenance and construction activities.
9. Assists with department-wide projects or responsibilities.
10. Makes drawings necessary to identify and define work assignments, standards, tools, materials and equipment needed.

### **QUALIFICATIONS**

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

#### License

Possession of a valid California Class C driver's license.

#### Knowledge and Skills:

#### Working knowledge of:

1. The principles of operation, maintenance and repair of high and low-pressure boilers, electric generators, medical gas distribution systems, water, sewerage, and related systems
2. The principles of electricity and electrical, mechanical and electro-mechanical systems
3. The principles and practices of preventive maintenance as required by JCAHO, CCR-T 22, CCR-T 24, and NFPA
4. The equipment and tools used in the operation, maintenance and repair of architectural, structural, mechanical, electrical and plumbing systems used in an acute care hospital
5. The principles, practices and techniques of supervision, including training, hiring, discipline, performance review and planning of work assignments
6. Mathematical principles required to perform problem-solving analysis, to implement maintenance scheduled and to analyze the effectiveness of maintenance actions
7. The applicable requirements of JCAHO, CCR-T 22, CCR-T 24 and NFPA regulations
8. Applicable federal, state and local safety rules, regulations, guidelines, practices and techniques used in the building and maintenance trades

#### Skill and Ability to:

1. Prioritize, plan, assign, motivate, supervise, train and evaluate the work of subordinates
2. Analyze and describe specific maintenance problems and/or to recommend or perform suitable corrective action with effective utilization of available resources, e.g. maintenance personnel or vendors

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3. Determine an effective maintenance or repair solution with consideration of materials, costs, time utilization and work methods
4. Clearly and effectively communicate, both orally and in writing for purposes of supervision, training, and drafting of correspondence and/or reports
5. Establish and maintain effective work relationships with those contacted through the course of work
6. Exercise sound judgment and initiative in identifying, prioritizing and solving problems
7. Motivate, lead, and persuade subordinates and co-workers

### **REQUIRED CONDITIONS OF EMPLOYMENT**

As a condition of employment, the incumbent will be required to:

Possess the ability and willingness to work scheduled weekends, holidays and shifts, to work on an unscheduled basis, and to work in the event of an emergency.

### **EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING**

The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

#### Experience:

Four years experience operating and maintaining the buildings, equipment, and utility systems of an acute care hospital, which must have included architectural and structural work or mechanical, electrical, and plumbing repair/maintenance work

AND

Experience operating high and low-pressure boilers used for steam generation and experience operating high-voltage electric power generators

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required for this classification include:

1. Ability to stand, sit, bend, stoop, and reach, as necessary, to supervise and/or perform maintenance and repairs
2. Ability to walk or crawl for prolonged periods of time, as necessary, to supervise and/or perform maintenance and repairs
3. Possess manual dexterity and finger coordination to grasp, hold, turn or squeeze objects, tools and equipment
4. Possess a sense of touch necessary to distinguish texture and temperature during the performance of maintenance and/or repair duties

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5. Possess a sense of hearing and vision at a level necessary to diagnose problems, use tools, and implement preventive or corrective solutions

**CLASS HISTORY**

Class Code: 72A80  
Established Date: December, 1971  
Revised Date: April, 1995  
Former Title: (New)

**CLASS DATA**

Job Group: 19  
EEO Category: P  
Work Comp. Code: 8830  
Bargaining/Employee Unit: F  
FLSA: C  
MOCO OT: N

Prepared by:

**“DRAFT”**

Approved by:

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County Administrative Office

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Date