

PHYSICAL PLANT MANAGER

DEFINITION

Under direction, to plan, organize and manage repair, maintenance, and physical plant operations for the Natividad Medical Center; to develop and implement the preventive maintenance program; to ensure compliance with applicable codes and standards, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position management classification at the Natividad Medical Center, accountable for the repair, maintenance and operations of hospital utilities, the boiler systems, buildings, general and biomedical equipment, roads, and grounds. This is a full supervisory class, with responsibility for trades work including HVAC, electrical, plumbing, carpentry, painting, and stationary plant operations. This class is distinguished from the next higher class of Hospital Facility Manager, which has greater authority for a broader range of functions; and from other, related general maintenance supervisory classes by the responsibility for compliance with specialized codes and standards.

EXAMPLES OF DUTIES

1. Plans, organizes and manages the work of Building Maintenance Workers and Helpers, Maintenance Electricians and Mechanics, Painters, and related classes responsible for hospital plan operations, maintenance and repair
2. Oversees the operation and maintenance of three one-hundred PSI steam boilers generating steam for sterilization, heat, and hot water; directs the operation, maintenance and testing of the high voltage emergency electrical power system; manages the maintenance and repair of the medical gas and pneumatic systems
3. Prioritizes and assigns work; reviews and interprets plans and specifications; discusses needs with work request originator; evaluates, plans and lays out larger jobs, and estimates material, equipment, and staff needs
4. Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends and carries out approved disciplinary actions
5. Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards and regulations
6. Evaluates new and existing equipment, manufacturer specifications and operating history, and develops the preventive program for all hospital systems and equipment
7. Develops maintenance and repair procedures and standards to ensure reliability, safety, and compliance with JCAHO, safety, building and administrative codes and regulations; establishes and maintains a work order system
8. Prepares the annual physical plant maintenance and operations budget; monitors and approves expenditures

Physical Plan Manager

9. Evaluates and purchases materials, supplies and equipment; performs safety and acceptance checks on new equipment
10. Evaluates the need for outside repair and maintenance services; establishes and supervises contracts for vendor services
11. Works with hospital staff regarding bio-medical and life support equipment acquisition, to establish specifications, compatibility, preventive maintenance, and spare parts support
12. Prepares and maintains a variety of records and reports related to hospital building and equipment maintenance, and physical plant operations.

QUALIFICATIONS

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

Knowledge and Skills:

Knowledge of:

1. Principles and practices of management including work planning, direction, and personnel management practices
2. Hospital building, facility and equipment maintenance and operations, including biomedical equipment, stationary plant operations, electrical, plumbing, HVAC, carpentry and painting
3. Methods, materials, tools and equipment used in hospital building and equipment maintenance and plant operations
4. Procedures and techniques of budget planning, preparation and administration, and contract preparation and management
5. JCAHO, CCR Titles 22 and 24, building, safety, fire protection, electrical and other applicable laws, codes, regulations and standards for hospital maintenance and plant operations
6. Establish and maintain effective working relationships with County/hospital staff, vendors, and others
7. Evaluate complex maintenance and operations issues, develop alternatives, and implement sound courses of action.

Skill and Ability to:

1. Plan, organize, schedule, assign, and review the work of others
2. Select, train, instruct, appraise, counsel and motivate assigned staff
3. Prepare and monitor a budget, review and control expenditures, and establish and monitor contracts for services and supplies
4. Maintain records and prepare reports and correspondence pertaining to the work of the group

Physical Plan Manager

- 5. Evaluate and develop procedures, programs, standards, intervals and methods for maintenance and operations
- 6. Establish and maintain effective working relationships with County/hospital staff, vendors, and others
- 7. Evaluate complex maintenance and operations issues, develop alternatives, and implement sound courses of action.

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: Equivalent to five years of responsible experience and hospital facility and equipment maintenance, including two years in a supervisory capacity,

AND

Education: Either professional coursework in equipment engineering, or possession of a certificate from the BOMA (Building Owners and Managers Association) as a certified building equipment manager.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

- 1. Must be willing to work in areas subject to potential bacteriological contamination
- 2. Must have sufficient strength and mobility to participate in the work of the unit when required
- 3. Must be willing to be subject to call in and rotating on-call responsibility
- 4. Must possess a valid California driver’s license and have a satisfactory driving record.

CLASS HISTORY

Class Code: 72A87
 Established Date: October, 1969
 Revised Date: December, 1990
 Former Title: n/a

CLASS DATA

Job Group: 03
 EEO Category: OA
 Work Comp. Code: 8830
 Bargaining/Employee Unit: X
 FLSA: E
 MOCO OT: N

Prepared by:

Approved by:

County Administrative Office

Date