



Job Description – Director, Plant Operations

Position Title: <i>Director of Plant Operations / Safety</i> <i>(job code: 498)</i>	Department: <i>Environmental Services / Plant Operations</i>	Reports To: <i>CEO / CFO</i>	Date Written: <i>June 2020</i>
Employee Name:			

POSITION SUMMARY

The Director of Plant Operations/Safety is responsible for oversight of public utilities, security systems (alarms, access controls, etc.), HVAC systems, physical plant operations, housekeeping, dietary, grounds landscaping as well as managing capital projects. This individual ensures compliance with pertinent healthcare building codes, accreditation standards, OSHA, and contractual work specifications; and oversees emergency facilities operational initiatives and plans. In addition, this individual oversees all construction projects and any work performed by outside vendors and contractors, while assuring that all work performed meets fire and safety codes.

QUALIFICATIONS

Education: Bachelor's degree in Facilities Management or related field.

Experience: A minimum of six (6) years related experience with at least two years of management experience. Must have experience with reading blueprints and understand Life Safety Codes, Joint Commission and other regulatory Standards and OSHA Regulations. Experience in a psychiatric facility highly preferred.

Licensure: Must have a valid driver's license.

Additional Requirements: HVAC Certification preferred. Proficient in Microsoft Office Word, Excel, Outlook. Must possess strong verbal and written communication skills; Excellent time management and organization skills.

PRIMARY RESPONSIBILITIES

Safety

1. Participates in the development and revision of all policies and procedures related to Safety and Environment of Care (EOC) compliance. Uses research and regulation in policy formulation.
2. Monitors all environments for safe practices. Directly observes staff behaviors to identify methods to reduce risks.
3. Educates staff on EOC regulations including fire safety, emergency procedures and codes, MSDS, etc. during orientation, annual skills fair, and on an on-going basis.
4. Annually evaluates EOC compliance program. Analyzes trends and effectiveness of strategies.
5. Leads and chairs the EOC Committee. Conducts safety rounds with other EOC committee members and makes recommendations for corrective actions.



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6. Develops plans and conducts fire and emergency preparedness drills including use of Hazard Vulnerability Analysis and community involvement.
7. Serves as Safety Officer.

Grounds and Building

1. Schedules work based upon established priorities, budgetary constraints and agreed upon plan of preventative maintenance.
2. Conducts various maintenance inspections and safety surveys to ensure a safe environment according to various local, state and federal regulations and other applicable standards.
3. Ensures proper maintenance in all areas of the environment including buildings and grounds.
4. Oversees maintenance on all equipment, buildings, vehicles, etc. as necessary.
5. Ensures that all new equipment is tested prior to being placed into services.
6. Ensures that periodic testing are carried out and that training protocols are established for its use.
7. Coordinates the ordering, stocking and monitoring of supplies, parts and various equipment.
8. Researches the purchase of new items and completion of the CAR process. Assists in the design, development, planning and bidding phases.
9. Manages construction and tracks all construction projects
10. Negotiates appropriately with various contractors and suppliers of the facility and supervises the work.
11. Provides for the maintenance and back up of utilities, mechanical, telephonic and alarm systems.
12. Manages construction projects, including coordinating with contractors for design and build out, budget management, project management and code compliance.

Housekeeping

1. Manages housekeeping services and ensures clean and sanitary conditions in all areas of the environment including patient care and non-patient care buildings and offices.
2. Manages the use of personal protective equipment (PPE) as defined in housekeeping safety policies and procedures.
3. Ensures staff uses universal precautions when in contact with bodily fluids.

Dietary

1. Oversees the management of all daily food production activities
2. Oversees preventive maintenance and that all kitchen equipment is safe and operative.
3. Oversees procurement to ensure adequate food and non-food supplies
4. Oversees the regulatory, compliance and quality by assisting with compliance with sanitation and compliance with Health Department regulations

Additional Performance Standards

1. Proficient in evaluating and understanding the age specific needs and behavior consistent with diagnosis and rehabilitation goals when serving patients aged 5 to 65 including geriatric populations.
2. Participate in the annual budget preparation.
3. Ensure the facility's dollars are spent in the most economical fashion to maintain the equipment in the plant.
4. Provide support in planning and achieving remodeling projects.



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Additional Performance Standards, con't

5. Coordinate with outside contractors any necessary repairs beyond facility operations capability or time scope, within reasonable cost.
6. Maintain a record of attendance to meet expected standards.
7. Demonstrate a professional attitude and supports the objectives of the facility's Service Excellence, marketing and guest relations philosophy through internal and external communications and interactions with all levels of staff, patients, family members, guests, community and referral courses.
8. Adhere to facility, department, corporate and standard policies and procedures.
9. Attend all mandatory facility in-services and staff development activities as scheduled.
10. Adhere to facility standards concerning conduct, dress, attendance and punctuality.
11. Support facility-wide quality/performance improvement goals and objectives.
12. Maintain confidentiality of facility employees and patient information.

Note: The essential job functions of this position are not limited to the duties listed above.

KNOWLEDGE, SKILLS, AND ABILITIES

THIS SECTION DESCRIBES WHAT KNOWLEDGE, SKILLS AND ABILITIES AN EMPLOYEE IN THIS POSITION SHOULD CURRENTLY POSSESS. THIS LIST MAY NOT BE COMPLETE FOR ALL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION.

1. Knowledge of TJC, federal, state and local laws concerning facility operations.
2. Knowledge of life safety, all applicable codes and OSHA regulations.
3. Knowledge of Blue Print reading.
4. Knowledge in all areas of maintenance, carpentry, plumbing, engineering, housekeeping, and grounds keeping.
5. Knowledge of all code procedures.
6. Knowledge of risk and safety precautions.
7. Knowledge of various hand/power tools and equipment.
8. Skill in organizing and prioritizing workloads to meet deadlines.
9. Skill in telephone etiquette and paging procedures.
10. Effective oral and written communication skills.
11. Ability to analyze problems and situations.
12. Ability to communicate effectively with patients and co-workers.
13. Ability to adhere to safety policies and procedures.
14. Ability to use good judgement and to maintain confidentiality of information.
15. Ability to work as a team player.
16. Ability to demonstrate tact, resourcefulness, patience and dedication.
17. Ability to accept direction and adhere to policies and procedures.
18. Ability to recognize the importance of adapting to the various patient age groups (child, adolescent, adult and geriatric).
19. Ability to work in a fast-paced environment.
20. Ability to meet corporate deadlines.
21. Ability to react calmly and effectively in emergency situations.



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PHYSICAL, MENTAL, AND SPECIAL DEMANDS

THIS SECTION DESCRIBES HOW AN EMPLOYEE IN THIS POSITION CURRENTLY PERFORMS THE FUNCTIONS OF THIS POSITION. MODIFICATIONS TO THE MANNER IN WHICH THIS JOB MAY BE PERFORMED WILL BE REVIEWED ON A CASE BY CASE BASIS.

1. Ability to work a 40 hour work week.
2. Ability to move continuously is required in the completion of job requirements.
3. Ability to operate machinery and equipment in a safe manner.
4. Ability to sit, stand, walk, run, bend, stoop, squat, crouch, kneel, push, pull, and twist.
5. Lifting and carrying up to 75 pounds may be required without assistance.
6. Ability to work under any weather conditions, inside or out, without regard for temperatures any time of the day or night.
7. Visual acuity is needed for accurate reading of documents.
8. Ability to hear sound with or without correction.
9. Good hand and finger dexterity for the use of tools and equipment.
10. Ability to read and write.
11. Ability to drive a motor vehicle.
12. Ability to exert up to 80 pounds of force to move objects.
13. Ability to respond to exposure to blood and bodily fluids.

MACHINES, TOOLS, EQUIPMENT, AND OTHER WORK AIDES:

THIS SECTION DESCRIBES THOSE MACHINES, TOOLS, EQUIPMENT, AND OTHER WORK AIDES AN EMPLOYEE IN THIS POSITION MUST BE ABLE TO USE.

14. Computer and various software programs.
15. Telephone and paging system.
16. Facsimile machine.
17. Various hand/power tools and equipment
18. Cleaning agents.
19. Testing equipment.
20. Motor vehicle - must have operator's license.
21. Policies, procedures, plans and program manuals.

EMPLOYEE ACKNOWLEDGMENT:

I have received a copy of the position description and the criteria-based performance and have read and understand the contents.

Employee Signature

Date