

HOSPITAL FACILITIES AND MAINTENANCE MANAGER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the hospital facilities and maintenance operations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Administers the programs and activities of the hospital facility and maintenance operations comprised of the medical electronics/electrical, plumbing, painting and carpentry shops, housekeeping and laundry services, grounds and vehicle maintenance operations.

Directs the inspections of facilities, equipment and vehicles to ensure compliance with regulations, policies and procedures as established by JCAH, Health and Welfare, OSHA, Life Safety Code and building codes, plans and specifications; reviews plans and specifications and makes necessary changes in conformance with related regulations.

Advises administrative officials on complex controlled maintenance and large capital outlay projects, space utilization, and long-range planning; participates in contract preparation.

Prepares budget, schedules repairs in accordance with budgetary limitations, analyzes operational costs and reviews plans.

Provides technical cost estimates, prepares detailed specifications and designs, reads and may prepare complex blueprints.

Inspects buildings and equipment to determine maintenance and repair needs; reviews work orders and sets priorities or reviews unit supervisor's recommendations.

Directs the study of policy, organization, methods and procedures and develops recommendations for improvement affecting economy, efficiency and quality of operations and functions.

Prepares and analyzes reports and answers correspondence; keeps property inventory as well as maintenance, supply and personnel records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the overall hospital physical plant operation, construction, maintenance and repair.

Knowledge of the principles and practices of supervision and administration.

Knowledge of the codes, ordinances and regulations applicable to building maintenance and construction of hospital facilities.

Knowledge of the occupational hazards and safety precautions in the various trade occupations.

Ability to administer the programs and activities of the hospital facilities and maintenance operations.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to read, interpret and work from sketches, diagrams and complex blueprints.

Ability to make accurate estimates of time and materials required for minor and major maintenance and repair work.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

A) Six years of progressively responsible experience in building construction and equipment maintenance and repair work, three years of which must have been in a hospital setting, and three years of supervisory experience; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JUNE 1981



DAVID R. FLORES, Executive Director
Civil Service Commission