

**CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION**

Position Title	Facility Plant Operations Manager	Grade	
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Department	Plant Operations	Exempt	X
Immediate Supervisor	CEO		
Supervisor next in line		Workweek	40

POSITION SUMMARY

With criteria set forth by CEO efficiently plans, manages and maintains the physical environment, equipment and systems and grounds of the Hospital and Nursing Home. Ensures efficient and safe health care through the proper planning and manpower utilization. Plans and oversees new construction, conducts studies on power consumption and maintains an overall comprehensive documentation program to meet all federal and state requirements.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Five years or more supervisory experience. Must have mechanical or electrical engineering degree or equivalent experience of which some years must be in a health care setting. Experience should include working knowledge of all trades utilized in Hospital/NH setting: plumbing, electricity and wiring, heating, air conditioning, mechanical, electronic, computer systems, boilers, chiller's (HVAC), biomedical repair and grounds maintenance, etc.. 2nd or 3rd Class State of Montana Boiler License, valid Montana Driver's License with good driving record.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

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| 1 | Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements. |
| 2 | Responsible for overall operation of Plant Operations/Maintenance Department. |
| 3 | Maintains documentation and meets requirements for Quality Assurance/Improvement. |
| 4 | Completes employee evaluations on time, offers guidance for professional growth when/where appropriate. |
| 5 | Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff. |
| 6 | Participates in meetings and events as required or requested. |
| 7 | Completes required productivity reports in a timely manner. |
| 8 | Authorizes all Plant Operation and Maintenance expenditures. |
| 9 | Recommends purchase, replacement feasibility, installment and maintenance plans and contracts after consultation with department managers. Determines feasibility of departmental requests for modifications or additions under capital equipment or building remodeling. |
| 10 | Develops fire and safety plans, works with internal disaster planning and conducts drills. |
| 11 | Directs and inspects outside contractors. |

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- 12 Evaluates new products and past performance of old products and equipment. Advises staff in purchasing new equipment.
- 13 Initiates product recall reporting, documents same and notifies manufactures and/or federal consumer agency for health care devices as appropriate. Initiates repair or replacement of manufacturers recalls and documents updating to specifications.
- 14 Completes annual detailed budget for operations and maintenance. Budgets capital equipment, additions, or replacements. Makes recommendations for administrative review.
- 15 Designs, implements and oversees a comprehensive preventive and planned maintenance and electrical safety program.
- 16 Completes other duties as assigned.

Knowledge, Skills, Abilities:

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OCCUPATIONAL EXPOSURE for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
X	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
X	Noise	
X	Other (Specify)	HEAT

PHYSICAL DEMANDS:

(Essential functions strength rating for position – see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date