

Job description

Position Summary

Plans, organizes, directs, coordinates, and controls the activities of the Plant Operations Department to provide services, repairs/maintenance, and security necessary to insure the safe and efficient operation of MidCoast Health System facilities. The Director of Plant Operations will also perform the duties of the Safety Officer. Acknowledges and responds appropriately to MidCoast Health Systems customer relations philosophy, including the five fundamentals of the AIDET program.

Position Accountabilities

1. Develops, implements, and evaluates departmental policies and procedures, goals and objectives.
2. Develops, implements, and directs a preventive and corrective maintenance program.
3. Works with department managers in selection and coordination of maintenance contracts.
4. Develops annual operating budget to include personnel, equipment, materials, and supplies and prepares estimates for construction planning.
5. Works with Administration and department managers on proposed construction and assures proper completion of approved construction projects.
6. Prepares and presents required statistical and operating reports, square foot calculations and changes, and audits bi-weekly time printouts.
7. Responsible for interviewing and hiring new staff, evaluating work performance, counseling, disciplining, and terminating departmental employees.
8. Develops and manages a management program for life safety, equipment, and utilities.
9. Performs as the Safety Officer.
10. Performs other related duties as assigned or requested.

Position Qualifications

Minimum Education Associate's Degree or combined education and experience. Must possess managerial skills. Knowledge of mechanical/electrical systems. Understands air conditioning and refrigeration systems. Experience in design/repair of electrical circuits. Mechanically inclined.

Physical Demands Prolonged, extensive, or considerable standing/walking. Lifts, positions, pushes, transfers equipment and climbs ladders.

Working Conditions Work is performed both inside and outside working areas. Exposed to hazards from electrical/mechanical/power equipment.