

**MANISTEE COUNTY MEDICAL CARE FACILITY  
PLANT OPERATIONS MANAGER**

Name:

Date of Hire:

Department Assigned:

Supervisor:

Shift Assignment:

Duty Hours:

**DELEGATION OF AUTHORITY:**

As a team member you are delegated the administrative authority, responsibility, and accountability necessary to carry out your assigned duties in accordance with practice act, regulatory, and payer guidelines.

**JOB FUNCTIONS:**

Every effort has been made to make your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Responsible for ensuring the facility is clean, safe and operating at a level allowing uninterrupted services to our residents.

Supervise maintenance, housekeeping and laundry departments while maintaining compliance with all applicable codes, standards, testing and documentation requirements including but not limited to, fire & safety equipment, generators, mechanical, electrical and plumbing systems.

Responsible for fire drills, emergency preparedness (exercise & actual events)

Keep all required permits, licenses and certificates of operation up to date at all times.

Establishes daily work schedule with contractors and vendors.

Ability to supervise, train, schedule and evaluate maintenance, housekeeping and laundry personnel.

Ability to recommend purchase of supplies and equipment needed for the maintenance, housekeeping and laundry department.

Ability to evaluate needed work and repairs and assigns priorities for work projects.

Ability to inspect the work of the maintenance, housekeeping and laundry personnel for quality and completeness.

Ability to obtain cost estimates for work projects which are beyond the scope of the Medical Care maintenance, housekeeping and laundry personnel.

Ability to participate in inspection of the MCF to be sure it meets all applicable safety standards.

Ability to develop and maintain corrective and preventative maintenance programs and methods.

Ability to pick up and deliver supplies and equipment.

Ability to provide technical assistance and instruction to maintenance workers in areas including carpentry, painting, plastering, heating/cooling, plumbing and electrical repair.

Ability to inspect and supervise the maintenance of the building and grounds.

Ability to maintain the building in compliance with Federal, State and local laws.

Ability to supervise floor finishing and carpet care.

Ability to supervise isolation cleaning procedures.

Ability to inspect resident rooms and ancillary areas to insure sanitary conditions are maintained.

Ability to inventory cleaning supplies.

Ability to conduct in-service training session for all facility concerning Life Safety, Equipment and Building Safety.

Must have knowledge of the correct procedures and techniques used in repairs of building, fixtures and equipment.

Must have knowledge of electrical and mechanical equipment and machinery.

Must have considerable knowledge of general plant maintenance.

Ability and knowledge to install and maintain boilers and hydraulic doors, plumbing units, exhaust fans, emergency generator & testing of all equipment and fire alarm systems.

Must have knowledge of automobile and road maintenance and general grounds keeping techniques.

Must have considerable mechanical ability.

Ability to administer, as well as, receive supervision.

Ability to estimate cost and man hours needed to complete work projects.

Ability to maintain simple clerical records.

Ability to establish and maintain effective working relationships with supervisor, subordinates and the general public.

Must have a considerable knowledge of building housekeeping practices and procedures.

Must possess a basic knowledge of cleaning chemical and supplies

Ability to evaluate sanitary conditions and recommend necessary cleaning procedures.

Ability to complete job duties and responsibilities.

Ability to keep records and make reports.

Ability to perform other work related duties as required.

Ability to communicate in oral and written forms.

Must be able to work extended hours when demand requires.

Must be able to lift and move objects weighing up to 100 pounds.

#### ADMINISTRATIVE FUNCTIONS:

Receive and follow instructions from your supervisor as outlined in our established policies and procedures.

Assist in developing methods for determining quality of supplies and equipment required.

Order supplies and equipment as directed.

Fills out requisitions for routine supplies and equipment in accordance with established policies and procedures.

Assist in developing and monitoring adequate inventory control procedures.

Participate in research and demonstrate new products / equipment for the facility as approved.

Assure that supplies and equipment are properly maintained.

Organize storage of equipment in accordance with established policies and procedures.

Ensure proper inventory of supplies and equipment.

Ensure storage instructions are followed.

Organize department storage and location of supplies and equipment for efficient handling and preventing deterioration.

Fill requisitions, as approved, and file in accordance with established policies and procedures.

Other related duties as may become necessary or as directed by your supervisor.

#### COMMITTEE FUNCTIONS:

May serve on committees as directed by the Administrator and/or Director of Nursing.

#### STAFF DEVELOPMENT:

Attend department staff meetings as directed or called.

Participate and assist in departmental studies and projects as assigned or that may become necessary.

Attend and participate in in-service educational classes and on-the-job training programs.

Attend and participate in workshops, seminars, etc., as approved, to keep abreast of current changes in the health care field.

Keep abreast of economic conditions / situations and recommend adjustments to assure the continued ability to provide quality resident care at the lowest possible cost.

#### SAFETY AND SANITATION:

Assure that all facility personnel, residents, and visitors follow established safety regulations to include fire protection / prevention, smoking regulations, and infection control.

Assure that established infection control policies and procedures are followed.

Follow all established safety procedures and precautions when handling supplies and equipment.

Maintain supply and storage rooms in a safe, clean and orderly condition.

Report all hazardous conditions / equipment to the Chief of Plant Operations immediately.

Report all accidents / incidents in accordance with established policies and procedures.

Clean and check equipment as directed / necessary.

#### RESIDENT RIGHTS:

Maintain CONFIDENTIALITY of all pertinent resident / patient protected health information as regulated through the Health Insurance Portability and Accountability Act (HIPAA) to ensure that resident rights are protected and maintained.

Ensure that resident's rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintain confidentiality of all pertinent elder care information to assure resident rights are protected.

Knock before entering an elder's room.

#### WORKING CONDITIONS:

Works throughout the facility and its premises.

Sits, stands, bends, lifts and moves intermittently during working hours.

Is subject to frequent interruptions.

Is involved with residents, family members, personnel, visitors, government agencies / personnel under all conditions / circumstances.

Is subject to hostile and emotionally upset residents, family members, personnel, and visitors.

Works beyond normal working hours (8 hours a day, or 40 hour work week) and on weekends and holidays when necessary.

Is subject to falls, burns from equipment, and odors throughout the workday.

Is subject to exposure to infectious waste, diseases, conditions, etc., including the AIDS and Hepatitis B viruses.

Communicates with nursing personnel, and other department personnel.

May be required to work in cramped spaces.

May be required to be on-call for emergency conditions / situations.

#### EDUCATIONAL REQUIREMENTS / EXPERIENCE:

Must have a current drivers license

Minimum 4 years' experience of Long Term Care

Minimum experience in a broad area of building and grounds maintenance which shall have included work in such fields as carpentry, painting, plastering, heating/cooler, plumbing and electrical repair

Minimum 2 years in a supervisory capacity.

Must have experience in conducting Emergency Management Drills for all departments including firefighting, evacuation inclement weather (tornados) and emergency power.

### SPECIFIC REQUIREMENTS:

Must be able to read, write, speak, and understand the English language.

Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies / personnel and the general public.

Must be knowledgeable of Facility practices, procedures, and guidelines.

Must be a minimum of eighteen (18) years of age and of good moral character.

Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.

Must possess the ability to minimize the waste of supplies, misuse of equipment, etc.

Must be able to follow written and oral instructions.

Must possess the ability to make independent decisions, to follow instructions, and to accept constructive criticism.

Must maintain the care and use of supplies and equipment.

Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.

Must be able to relate information concerning a resident's condition.

### PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without the Aid of Mechanical Devices)

Must be able to move intermittently throughout the workday.

Must be able to cope with the mental and emotional stress of the position.

Must possess sight / hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.

Must function independently, have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies.

Must be in good general health and demonstrate emotional stability.

Must be able to lift, push, pull, and move residents, medical equipment, and supplies in excess of fifty (50) pounds.

Must be able to assist in the evacuation of residents.

Must comply with the M.C.M.C.F. 'No Lift' Policy.

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will, and thereby, understand that my employment may be terminated at-will by the facility or myself, and that such termination can be made with or without notice. (Delete the above if a union job-leave if non-union)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Signature – Director: \_\_\_\_\_

Date: \_\_\_\_\_ Signature – Administrator: \_\_\_\_\_

ORAL REVIEW:

I certify that this Job Description was orally reviewed with me by \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature