



MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

Employment at Morrow County Health District

Morrow County Health District believes that each employee makes a significant contribution to those we serve and the District as a whole. Every day our patients, families, other healthcare providers, visitors and coworkers are always deserving of exceptional, friendly service and the highest level of quality care possible. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and upholding our True North Statement of "Welcoming our patients and providing exceptional care."

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this position description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary.

Title: Maintenance Director

Dept: Plant

Exempt/Non-Exempt: Exempt

Reports to: Chief Operating Officer (COO)

Pay Equity Group: _____

Effective Date: 9/28/22

General Position Summary:

The Maintenance Director for the District's Plant is a working manager position. The manager supervises the maintenance staff and is responsible for all interior and exterior building and grounds maintenance and repair work for Pioneer Memorial Hospital, Pioneer Memorial Clinic, Administration Annex, three residential properties, storage buildings & Pioneer Memorial Home Health in Heppner, Irrigon Medical Clinic in Irrigon, Boardman Ambulance Hall and Boardman Office building and Immediate Care mobile clinic in Boardman. The department also works with the Lone School District to provide maintenance at the Lone Community Clinic, and for Willow Creek Valley Assisted Living in Heppner. The manager communicates and schedules visits from outside electrical, plumbing, HVAC and other contractors, and works with general contractors on District construction projects. This is a leadership position and requires leadership skills and experience.

Essential Functions:

1. Oversees the condition, maintenance and safety of all buildings, physical plant machinery, equipment and exterior grounds at all District locations.
2. Stay current on State and Federal codes applicable to healthcare facilities.

3. Inspects, tests, adjusts, and supervises repairs of all physical plant machinery, heating, cooling, piping, and electrical systems and records maintenance work performed in accordance with manufacturers' suggested schedules and/or OARS/Current Life Safety Codes.
4. Inspects, tests, cleans and may repair fire-equipment, alarms, switches and sensors.
5. Inspects, adjusts, and authorizes repairs on miscellaneous medical equipment including beds, autoclaves, centrifuges, and kitchen equipment.
6. Replaces, repairs, and calibrates HVAC components and replaces filters.
7. Maintains records of all inspections, tests, and repairs as indicated by OARs or Current Life Safety Codes.
8. Administers the District's electronic preventative maintenance and work request system and related policies.
9. Prepares specifications for, solicits, and tracks project bids from contractors in accordance with District and State & Federal bidding rules.
10. Supervises construction and repairs to building structures, walls, floors, ceilings, cabinets, furniture, land improvements and landscaping
11. Oversees removal of ice and snow from walkways, roads, and parking lots during winter months.
12. Responds to safety and security calls at District facilities.
13. Manages personnel actions including, but not limited to, hiring, performance evaluations, disciplinary process, submission of time cards, tracking of time and attendance and vacation coverage for all staff. Work collaboratively with the Human Resources Manager and supervisor for assistance in areas related to personnel.
14. Ensure that all staff maintain strict patient confidentiality and follow all HIPAA regulations.
15. Use computer to email internal and external contacts, search for needed items and information, generate reports, etc.
16. Have constant interaction with internal staff at all locations, and with vendors and contractors regarding various District needs and projects.
17. Responsible for preparing annual budget with assistance from supervisor and the Chief Financial Officer.
18. Maintain all policies for the department and update as necessary.
19. Attend monthly Department Manager Meetings and if requested, Board of Director's meetings. Attend required in-services and educational programs.
20. Attend Committee meetings and hold committee positions as assigned and appropriate to position.
21. Complete certified Ambulance Driver Course and drive the ambulance as needed.
22. Possess knowledge in the operation and repair of boiler systems.
23. Be able to concentrate on detail with constant interruptions and be able to prioritize jobs and projects.
24. Be able to remember and track day to day schedule changes and assignments, and utilize electronic tools and calendar for work assignments and job tracking.
25. Maintain Material Data Sheets as per regulations and District policy.
26. Ensure facilities can pass all required surveys and inspections at all times.

Secondary Functions:

1. Supervises checks of District buildings, parking lots, and equipment.
2. Inventories and orders needed medical gasses.

3. Order all major items needed for the Plant Department, following Central Supply policies and procedures.
4. Be willing to become certified in various boiler operations, HVAC, carpentry and/or complete other hospital engineering courses.
5. Represents the department at various meetings.
6. Serves on the Safety Committee and works on trainings and education for MCHD facilities and Willow Creek Terrace. Ensure all plant related safety inspections, drills and staff education are completed as per policy
7. Other duties as deemed appropriate by Administration.

Job Scope:

Supervisory Responsibility:

The Maintenance Director supervises two full-time employees in the department. Will approve time sheets, vacation requests as per policy and other time off. Conducts annual performance evaluations. Oversees and tracks required staff trainings. Works with Human Resources Manager on personnel issues when needed.

Interpersonal Contacts:

Must have good interpersonal communication skills to accomplish a variety of work with various groups of people, including the staff the manager oversees, employees in all other departments across the District and in Administration, general contractors, a variety of subcontractors, vendors and the general public. The Director stays in close contact with the COO to review constantly changing priorities and needs of the District. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Ability:

The Maintenance Director must have good oral and written communications skills. Must be able to read and understand technical instructions with regard to chemicals, equipment, installation of various building materials, etc. Must be able to prioritize and re-prioritize on a constant basis. Will need to use critical thinking and decision making skills on a regular basis. Must have good computer skills for email, electronic preventative maintenance and help desk system administration, internet searches and reports, as well as other duties. Must be able to work with minimal supervision, be detail-oriented and self-motivated.

Specific Job Effort:

1. Be able to constantly push and pull over 25 pounds, frequently over 50 pounds, and occasionally over 100 pounds.
2. Be able to constantly lift over 10 pounds, frequently over 50 pounds, and occasionally over 100 pounds.
3. Be able to grasp, push, pull, carry, or otherwise manipulate tools and items on a constant basis.
4. Able to perform hand, eye, and foot coordination on a constant basis.
5. Be able to stand for long periods of time, or walk constantly.
6. Be able to constantly bend, squat, kneel, climb, crawl, and twist

7. Must possess adequate vision, hearing and manual dexterity to perform job duties.
8. Must have the ability to perform hand, eye, and foot coordination on a constant basis.
9. Must be able to physically transfer, lift or assist patients with help. Patient weights will vary and can exceed 300 lbs.
10. Push or pull patients onto stretchers
11. Mental efforts of the position include juggling many duties at once and having to change tasks as priorities change. May be stressful at times.

Education, Experience and Certification/Licensure:

1. Minimum of a high school diploma or equivalent required, related degree or college preferred.
2. Solid understanding of electrical, plumbing, basic carpentry, painting and groundskeeping required.
3. Five years work experience in facilities maintenance, construction, or groundskeeping preferred, with at least two years in a supervisory capacity in one or more of these areas. Prior healthcare facility experience preferred.
4. Certification in HVAC, electrical, plumbing, landscaping or facility maintenance or education in related field preferred.
5. Valid Oregon driver's license required and CDL preferred or willing to obtain.
6. Basic experience with computers and Microsoft Office programs, and phone applications required.
7. Must have knowledge of and be able to work with various chemicals that apply to all job functions.
8. Must be versed in District safety policies and procedures and follow them at all times.

Job Conditions:

1. Will work both indoors and outdoors as the need arises.
2. Occasional exposure to blood, body fluids, infectious substances, grease, oil, dust, hazardous materials and noise.
3. Possible exposure to: electrical shocks, toxins, mechanical hazards and extreme temperatures.
4. Subject to hostile and emotionally upset patients, family members, visitors and staff.
5. Be able to work in confined spaces and high places.
6. Position will require some travel between various points within the District, and some out of town travel for supplies, trainings.
7. Position will be stressful at times.
8. Position will require driving the ambulance throughout the District in all types of weather conditions.