



Our Family Caring For Yours

320 N. 13th St., WaKeeney, Kansas 67672 (785) 743-2182

www.tclmh.org

CAREER OPPORTUNITY

We offer a competitive salary and excellent benefits. Applications are available through the hospital business office or online at our website.

Plant Operations

Plant Operations Manager

POSITION OVERVIEW

To plan, organize, supervise, coordinate and control the activities of the plant operations and maintenance functions which are necessary in maintaining the physical structures, HVAC, mechanical, electrical systems, utility systems and grounds of this hospital in an operative and safe working condition. Maintains performance improvement activities within the department and participates in QI activities. Assures competency of all personnel. Assists in formulating the budget. Maintains efficient and effective department operation while requiring compliance with all state, federal and local regulatory laws, standards and protocols.

Essential Job Functions

- Reports to the Administrator regarding the physical and structural conditions of hospital facilities and the status of work in progress.
- Monitors departmental personnel matters to include interviewing and the hiring of new staff, training, evaluating work performance, promotion, counseling, discipline and termination. Follows the grievance process.
- Develops, evaluates and implements: departmental policies and procedures, goals and objectives, and standards of work for the maintenance and repair of medical equipment, buildings and building systems.
- Participates in the development and applications of standards of quality and productivity for the Maintenance Department.
- Administers and implements the maintenance program to ensure uninterrupted operation of the entire physical plant. Monitors its applications to assure maximum effectiveness and provides appropriate documentation of the same.
- Coordinates the repair of equipment or recommends the replacement of or additions to equipment or physical plant as necessary.
- Works closely with other departments and administration. Negotiates priorities, plans work schedules, makes job assignments, orders needed materials, supplies and parts. Recommends use of outside specialty contractors as circumstances indicate.
- Schedules and supervises maintenance repair work, alterations, remodeling, minor construction and the checkout, installation and servicing of mechanical and electrical equipment and building systems.
- Maintains an inventory of parts and supplies to maximize the operational readiness of hospital building systems and equipment with due respect to the limitations of cost, regulations and relative priorities.
- Responsible for the selection and coordination of all maintenance service contractors and ensures all contractual provisions are met along with established codes.
- Responsible for developing the annual operating budget, which includes personnel, equipment, materials and supply needs. Continues to monitor budget after adoption.

- Administers and implements the preventative maintenance program of fire alarm system according to National Fire Prevention Association criteria. Responsible for the development of policies and procedures relative to fire and safety.
- Oversees the daily performance and grounds care of the hospital to assure a uniform and satisfactory landscaped appearance.
- Participates in performance improvement and information management programs.
- Is an active member of the Emergency Response and Safety teams and participates in the meetings.

QUALIFICATIONS

- Associate's degree (AA) or equivalent from two year college or technical school preferred; or 3 to 5 years related experience and/or training; or equivalent combination of education and experience.
- Able to communicate effectively in English, both verbally and in writing.
- Basic computer knowledge.
- Ability to read and interpret blueprints.
- Knowledge of hospital's management and utility systems management.

Our application must be completed to be considered for this position. Please send application, resume, education, licensure/certifications (if applicable), to Human Resources 320 N. 13th St., WaKeeney, KS 67672. They may also be dropped off at the hospital business office, emailed to hr@tclmh.org or faxed to (785) 743-6317. To request an application by mail or email, please email or call (785) 743-2182. Applications also available on our website: www.tclmh.org

Candidates must be energetic and ambitious, possess strong leadership skills, willing to work as a team, have a positive attitude, friendly, and compassionate toward patients.

TCLMH is an Equal Opportunity Employer (EOE)