

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PLANT OPERATIONS MANAGER **GRADE:** 17

TITLE ABBREVIATION: PLANT OP MGR **TITLE NO.:** 6512

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** AD

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** BUILDINGS

SUPERVISOR'S TITLE: COMMISSIONER OF RHCS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing and directing plant operations in the Residential Health Care Facility to provide an efficient and cost effective method of operation and Health Code compliance in environmental and safety areas. Work is performed in accordance with established policies and procedures and involves planning and monitoring the activities of the building maintenance, groundskeeping, and water and wastewater treatment units. Work is carried out under the general supervision of the Commissioner of Residential Health Care Services with leeway to exercise independent judgment in all aspects of facility maintenance. General supervision is exercised over the work of supervisors and employees assigned to the section. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and inspects the maintenance and repair of facility to ensure compliance with codes and regulations;

Supervises the care, maintenance and repair of mechanical and electrical equipment in buildings, including but not limited to exhaust systems, heating and cooling systems and passenger elevators to ensure facility is maintained in operating order;

Conducts inspections of buildings, evaluates complexity of any needed repairs to determine the best solution, projects job cost, and oversees the implementation of approved procedures to ensure the ongoing efficient operation of building;

Prepares schedules and daily work assignments for grounds staff; schedules grounds staff attendance at all mandated in-service training;

Assists Staff Development to ensure all employees new to the facility are trained on fire safety procedures;

Plans and coordinates monthly fire drills and internal and external disaster drills to ensure staff is trained in accordance with regulations;

Supervises the ordering of supplies for the maintenance section to ensure purchases are made within budgetary limits;

Coordinates snow removal operations of the Residential Health Care Facility and the Department of Social Services campus;

Maintains updated file of equipment showing warranties and guarantees of equipment and running records of repairs to equipment;

Evaluates electrical, plumbing and heating problems and recommends contracts for vendor services in areas where required;

Coordinates and works with engineers in having studies and reports done on the upgrading of systems, equipment and construction;

Ensures that the Facility has a working paging system;

Prepares reports on maintenance activities as required;

Participates in special projects as requested.

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of **techniques, procedures and processes used for the efficient operation of building** and equipment repair and maintenance; thorough knowledge of personnel and equipment required to perform building and equipment maintenance activities; thorough knowledge of safety precautions connected with building and equipment repair and maintenance; good knowledge of New York State Health Code regulations as they apply to fire and disaster preparedness for a health care facility; good knowledge of practices and methods of large scale groundskeeping; good knowledge of practices and methods of snow and ice removal; ability to plan, organize and supervise the work of others; ability to read and understand blueprints and plans for building maintenance activities; ability to follow complex oral and written directions; ability to maintain records and prepare reports of activities; good judgment; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and four (4) years building or project management which included oversight of construction projects, building trades/maintenance, or building contractors; OR
- B) Completion of 60 college credits from a regionally accredited or New York State registered college or university and six (6) years of experience as defined in (A) above; OR
- C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as defined in (A) above.

ADOPTED: 5/8/87

REVISED: 2/14/90

EEO CODE UPDATE: 11/29/90

REVISED: 3/1/96 kmg

REVISED: 7/12/00 kmg

REVISED: 9/10/01 kmg

REVISED: 02/01/13 dmc

REVISED: 05/27/13 transfer from Public Works dmc