



Job Code: 2085

Grade: 24

HCWR: N

Job Title

Director of Plant Operations

Department

Ambulatory and Community Health Network

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Director of Plant Operations leads a team to ensure the overall operations of the Ambulatory and Community Health Network (ACHN) for Plant Operations and is responsible for managing and organizing the operations throughout ACHN sites including maintenance and grounds keeping while maintaining compliance with all applicable codes, standards of government and regulatory agencies. Maintains all appropriate records related to proficiency testing performance and corrective actions implemented. Directs and monitors compliance with regulatory and accreditation standards including, but not limited to, College of American Pathologists (CAP), Joint Commission, and Occupational Safety and Health Administration (OSHA). Maintains records of all accreditation and certification functions and documents.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Participates and may co-chair the Hospital Utilities Management Committee and attend other related sub-committee meetings as required; monitor the planning process and contribute ideas that will assist in effective management of the department.
- Maintains knowledge and remains current with reading blueprints and understand Life Safety Code, National Fire Protection Association (NFPA) standards and OSHA Regulations.
- Understands Ohm's Law and refrigeration theory.
- Plans, directs, and supervises all administrative and technical aspects of Plant Operations
- Facilitates communication between the Plant Operations, CCH and ACHN to enhance services
- Maintains services in accordance with standards established by the hospital, federal, state, and local standards
- Develops, reviews, and manages the activities of self and other personnel in the department
- Participates in all hospital committees which impact the Plant Operations with specific responsibility on the Safety and Infection Control Committees
- Participates in hospital and departmental committees and group meetings
- Establishes and maintains a Quality Control Program
- Demonstrates skills in handling emergency and life-threatening situations
- Promotes a work ethic of continuous quality improvement
- Maintains a basic understanding of all Plant Operations procedures and trends within the industry.
- Performs other duties as needed to support the continuity of Plant Operations for ACHN to support Cook County Health (CCH).
- Trains staff on Plant Operations, Joint Commission, NFPA Codes, Illinois Department of Public Health (IDPH) requirements, and Centers for Medicare & Medicaid Services (CMS) standards and regulatory requirements.
- Directs the follow-up on departmental responses to service problems or complaints reported to the department.
- Develops solutions to problems based on knowledge of department and hospital policies, regulatory guidelines, and management concepts.
- Implements and monitors compliance with established Hospital Policies within the Department.
- Provides leadership and direction in the establishment and maintenance of effective



Typical Duties

physician and inter-departmental relations.

Minimum Qualifications

- High School Diploma or GED with eight (8) years of experience in hospital plant operations management OR Bachelor's degree in Mechanical Engineering or related degree from an accredited college or university with three (3) years of hospital plant operations management experience
- Three (3) years of supervisory and/or managerial experience
- Experience with strategic planning and management for a large medical or business organization
- Experience developing and implementing new policies and process that facilitated successful compliance with regulatory agencies
- Experience with Joint Commission, Illinois Department of Public Health (IDPH), National Fire Protection Association (NFPA), Life Safety, and Occupational Health and Safety Administration (OSHA) regulations and procedures
- Must be able to travel to Cook County Health work sites including Ambulatory and Community Health Network clinics and affiliates locations

Preferred Qualifications

- Master's degree in Mechanical Engineering, Business Administration, or Facilities Management from an accredited college or university
- Seven (7) years of Hospital Plant Operations Management experience
- Prior Director level experience
- Experience with Energy Management
- Certified Healthcare Facility Manager or Certified Plant Maintenance Manager

Knowledge, Skills, Abilities and Other Characteristics

- An extensive knowledge of Plant Operations acquired in preventive and repair maintenance of hospital or health care facilities.
- Must be familiar with NFPA & Life Safety regulations and procedures.
- Excellent organizational, facilitation, written and oral presentation skills
- Strong leadership skills, interpersonal skills, consensus-building skills
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent conflict resolution and negotiation skills.
- Proven track record in supervising hospital building projects and strong leadership skills.
- Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a stressful environment and take appropriate action.
- Ability to create an integrated work force and effectively work with unions.
- Ability to prioritize, plan and organize projects and tasks
- Demonstrate attention to detail, accuracy and precision



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.