SUPERINTENDENT OF HOSPITAL MAINTENANCE

63220
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This is an administrative, supervisory and technical position involving responsibility for establishing and maintaining a comprehensive program of facilities and physical plant maintenance, including grounds and mechanical support systems as well as overseeing the housekeeping functions of a large hospital/extended care facility. This is important and critical work as the employee in this classification is responsible to ensure that the buildings, grounds, power plant, mechanical and safety systems are maintained in an efficient safe manner and that the hospital/extended care facility's housekeeping department is running efficiently and effectively. Supervision is exercised over a moderately large staff in both maintenance and housekeeping functions. Does related work as required.

TYPICAL WORK ACTIVITIES

Establishes and maintains a comprehensive program of facilities and plant maintenance including but not limited to building, grounds and support systems.
Coordinates the maintenance of the life support systems; heating, ventilation and air conditioning systems; individual room oxygen distribution system; and vacuum, suction, nurse call and fire alarm systems.
Insures the upkeep and maintenance of the facility's buildings, grounds and walks.
Coordinates mechanical maintenance, equipment repair, grounds maintenance, painting and carpentry functions of the institution.
Supervises the effective and efficient operation of a high pressure steam generating plant.
Conducts periodic inspections of machine rooms, filters, pumps, fan units, heat exchangers and related equipment to ensure proper maintenance, upkeep and operation.
Supervises the maintenance and repair of large institutional laundry equipment and commercial kitchen equipment.
Investigates structural damage to buildings, makes recommendations on type of repair needed, obtains cost estimates and takes the necessary action to remedy the problems and prevent reoccurrence.
Supervises and directs the work of all building and grounds maintenance staff and housekeeping staff.
Coordinates the purchase of tools, supplies and other material within the guidelines of governmental purchasing rules and regulations.
Ensures that all code requirements pertaining to a home health care/hospital facility are enforced.
Conducts inspections along with New York State Health Department officials to review all matters within the span of assignment.
Secures necessary service agreements and contracts to ensure the safety and upkeep of elevators, boilers, fire alarms and related support equipment.
Prepares all necessary reports and records as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the methods, materials and equipment used in the maintenance and operation of a moderate sized hospital/extended care facility.
Good knowledge of heating and air conditioning terminology, equipment and repair procedures associated with such systems in a moderate sized hospital/extended care facility.

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Good knowledge of support equipment types, terminology, maintenance and repair procedures associated with the operation of a moderate sized hospital/extended care facility in the areas of laundry, kitchen and housekeeping.

Working knowledge of federal and state laws, codes and regulations involving safety requirements for a hospital/extended care facility.

Working knowledge of the principles and practices involved in government bidding through the purchasing process and the best type of equipment and supplies.

Ability to supervise a number of subordinates who in turn supervise a large number of subordinates in skilled, unskilled, housekeeping and labor classes.

Ability to establish a harmonious working relationship with subordinates, professional staff members, patients, and contractors.

Ability to read and interpret plans, blueprints, diagrams and specifications.

Ability to conduct fair and impartial performance appraisals of subordinate employees.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

PROMOTION

Two (2) years of permanent competitive class status as a Maintenance Electrician Crew Leader or Power Plant Supervisor.

OPEN COMPETITIVE

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 baccalaureate degree in one of the following engineering fields: Civil, Mechanical, Structural or a closely related field and two (2) years of professional level work experience involving the application of engineering methods, principles and practices in the area of building engineering, structural design, HVAC engineering, electrical engineering; or

B. Seven (7) years of paraprofessional/professional level work experience, or its part time equivalent, in one of the following areas: engineering, HVAC design, construction or a closely related field, two (2) years of which must have been in a professional level capacity as described in (A) above; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

03/99 Revised