

CITY OF HOPE MEDICAL GROUP

SUPERINTENDENT

Position Code: 2201

Revised Date: November 16, 2016
Business Title: Superintendent, Utilities
Department: Facilities Maintenance Services
Reports To: Director Facilities Maintenance Services
Union and Range: Non-Union / GR 245
FLSA Status: Exempt
Department #: 8450000
HIPAA-PHI Access Level: None
(Full, Partial, or None)
Manager Level: Mid-Level Manager

Position Summary:

Provides personnel administration, supervision, and technical leadership to Facilities Maintenance workers. Ensures the safe, efficient, and economical operation and maintenance of the Central Plant and HVAC systems campus-wide. Develops and implements an energy management program. Develops and implements a program to proactively upgrade utility systems. Participates in planning for new utility infrastructure requirements.

Supervision:

The position reports to Director, Facilities Maintenance Services.

The position directly supervises seven (7) Stationary Engineers, an outside contractor performing preventative maintenance services, and other contractor-provided services that periodically arise.

As this is a management position, it also involves the indirect supervision of approximately 3-5 other Facilities Maintenance workers not involved in Central Plant operations.

Position Accountabilities

The following are essential job accountabilities:

1. Provide the appropriate resources and leadership to ensure the continued safe, efficient, and economical operation and maintenance of the Central Plant. [1], [2], [5]
2. Provide the appropriate resources to ensure the continued safe, efficient, and economical operation and maintenance of HVAC systems and devices throughout the campus. [1], [5]
3. Provide leading support for utilization of the *Archibus* facilities management system to identify, schedule,

- track, and generally document maintenance performed on utility systems. [2]
- 4. Provide documentation and information as required to demonstrate compliance with JCAHO, SCAQMD, EPA, LA County Fire, and other regulatory agency requirements. [1], [3], [5]
- 5. Track and document changes to campus utility systems. Ensure that utility system drawings and other documents are accurate and up-to-date. [2]
- 6. Participate in strategic planning for new and future utility services. Evaluate existing utility capacities and loads, and determines new project and/or program requirements in order to maintain adequate utility reserves. [2]
- 7. Provide support for and participates in electricity and natural gas commodity purchasing. [2]
- 8. Develop and implements a campus-wide energy management program. Coordinate program with local utilities to obtain available incentives and other resources. [1], [4]
- 9. Practice a high level of independence in identifying and correcting utility system problems or deficiencies. Plan the timely replacement of aging or failing equipment. [2], [5]
- 10. Supervise all Central Plant staff and utilities contractors. [3], [4]
- 11. Ensure adequate coverage and scheduling to fill 24-hour/day, 7-day/week requirement for operating personnel. [3], [4]
- 12. Prepare work schedules, assign personnel, evaluate work performance and make recommendations for personnel actions. [1]
- 13. Implement and conduct appropriate department training for maintaining and repairing equipment. [4]
- 14. Advise Facilities management staff in formulating and planning equipment maintenance and repair programs (ie, policies and procedures). [3], [4]
- 15. Provide Quality Assurance inspections and follow-up for all utilities-related work. [1], [4]
- 16. Budget/Financial Administration: Assist Director in identifying items to be included in the budget; ensure that expenditures are correctly assigned to the appropriate account; and ensure that appropriate documentation is retained in order to support an audit of departmental expenditures. [1], [2], [4]
- 17. Follows established City of Hope and department policies, procedures, objectives, performance improvement, attendance, safety, environmental, and infection control guidelines, including adherence to the workplace Code of Conduct and Compliance Plan. Practices a high level of integrity and honesty in maintaining confidentiality. [5]
- 18. Perform other related duties as assigned or requested. [2]

The following job accountabilities may be reassigned:

- 19. Ensure the organized expansion and utilization of automatic building controls systems.
- 20. Ensure that daily work orders completed are closed and logged.

[1] The performance of this function is the reason that the job exists.

[2] There are limited employees among whom the performance of this function can be distributed.

[3] This function occupies a great deal of the employee's time

[4] This function is highly specialized. Employees are hired for the skill/ability to perform this.

[5] Failure to perform this function may have serious consequences.

[8] Exposure to blood borne pathogens that requires use of personal protective equipment.

[15] AGE SPECIFIC TRAINING: ALL AGES

Position Qualifications

Minimum Education	High School or equivalent Two years post High School Trade, Business or Professional school <i>Experience may substitute for minimum education requirements</i>
Preferred Education	Associate degree or higher
Minimum Experience	7 years of relevant experience
Management Experience	At least two years' experience at the Supervisor level, or higher
Required Courses/Training	Read/interpret blueprints and technical manuals
Preferred Courses/Training	Engineering and management courses
Req. Certification/Licensure	Current CA driver's license and a good driving record for insurance purposes Stationary Engineer license
Preferred Certification/Licensure	HVAC License
Preferred Field of Expertise	Central plant operations/energy management
Skills: Other	Ability to plan, implement, and direct a proactive equipment maintenance program
Aptitude: Req./Pref.	Answer telephones Balance figures Compile statistics Compose letters/memorandums Coordinate meetings Coordinate events Develop office procedures Proofread documents Input data into computer programs Interview staffing candidates Maintain filing systems Maintain logs Research information Use computerized spreadsheets to conduct analysis Alpha-Numeric filing Delegate tasks Maintain staffing levels Compile data Prepare reports Maintain employee records Document activities Coordinate requests Post/transfer data Instruct/train others

Calculate statistical data
Use computer packages
Use word processing software
Edit data in computer programs
Monitor productivity and staffing
Troubleshoot problems
Analyze data

Software

Microsoft Word, Excel, Access, Power Point and Project
Siemens program language (PPCL)/operating system (preferred)
AutoCad (preferred)

Machines/Equipment Req./Pref.

Personal Computer
Fax/Photocopier
Engineering/construction equipment/tools
Electric cart

Working/Environmental Conditions

Temperature Changes: variations in temperature from hot to cold
Hazards: conditions where danger to life, body, and/or health may exist
Works in precarious or high locations (ladders, scaffolding, etc.)
Occasional pressure due to multiple calls and inquiries
Occasionally covers varied shifts, weekends and holidays
Occasional pressure due to deadline requirements

Physical Demands

Occasionally lifts supplies/equipment
Occasional reaching, stooping, bending, kneeling, crouching
Far Acuity: ability to see clearly at 20 feet or more
Near Acuity: ability to see clearly at 20 inches or less
Depth Perception: ability to judge distance and space relationships
Field of Vision: ability to see peripherally
Accommodation: ability to adjust vision to bring objects into focus

HIPAA –PHI (Protected Health Information) Access Level Definition:

Full- Complete access to all protected health information located in medical record, billing records and in any other form, including electronic information systems.

Partial- Limited access to specified portions of protected health information in the medical record, billing records, and other places or forms, including electronic information systems.

None- No access to any protected health information.

Manager Levels:

Senior Officer – Sr. Executive. Usually reports to President/CEO.

Vice President – V.P. and Sr. V.P. Usually reports to Sr. Officer

Director – Department Director; usually directs managers, exempt and non-exempt staff. Usually reports to a VP or Sr. Officer.

Senior Manager-Often manager/director over multiple sections or units. Often functions as Assistant Director or Assistant to Chair or VP.

Mid-Level Manager – Unit/Section Manager; Usually supervises exempt and non-exempt staff. Usually reports to a Director, sometimes a VP.

First-Line Manager – Program/Function Manager; Supervises on a project basis. May have regular supervision over non-exempt staff. Usually reports to a Director.

Supervisor – Section Lead/Supervisor. Usually supervises only non-exempt staff. Usually reports to a Manager or Director.

Non-Manager-No supervisor or management responsibility

Employee:	_____	Date:	_____
Dept. Head/Administrator:	_____	Date:	_____
Human Resources:	_____	Date:	_____

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