

**Position Title: PLANT OPERATIONS DIRECTOR**

**Job Code: 100076**

**FLSA Status: Exempt**

Employee Name:

Employee ID:

Facility:

Position Reports to:

Position Supervises:

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### POSITION PURPOSE

The Plant Operations Director is responsible for ensuring that the HealthSouth Rehabilitation Hospital, satellite clinic(s) and all related building systems and equipment are installed and maintained in accordance Joint Commission standards and applicable local, state, and federal regulatory requirements. In addition, this position coordinates and conducts the Environment of Care/Safety meetings and may serve as Safety Officer ensuring compliance with all regulatory agency requirements. The Director coordinates and oversees preventive and corrective maintenance programs per the standards in the industry and equipment manufacturers' recommendations..

The Plant Operations Director is responsible for helping create an environment and culture that enables the hospital to fulfill its mission by meeting or exceeding its goals, conveying the hospital mission to all staff, holding staff accountable for performance, motivating staff to improve performance and being responsible for the operation of the department, along with measurement, assessment and continuous improvement of the department's performance. This position will support cultural diversity by ensuring that the delivery of quality, equitable and culturally competent patient-centered care is provided; promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity; and ensuring that cultural diversity and sensitivity training is part of new employee orientation on an on-going basis to meet the needs of the patient population served in the hospital.

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### COMPETENCIES

**ANALYSIS:** Anticipates needs. Gathers relevant information from a variety of sources. Quickly processes information to identify meaningful patterns and trends. Uses both data and intuition to identify root causes of problems and novel solutions. Analyzes and interprets data under pressure and in complex situations involving conflicting demands, needs or priorities. Breaks complex problems into manageable parts. Moves fluidly between micro and macro level analysis.

**BUSINESS ACUMEN:** Understands and applies general business, financial, and management concepts. Understands the clinical, financial, and organizational drivers of success and how they interrelate. Knows his/her current and potential patients and/or customers (both internal and external) and takes proactive steps to identify and meet their needs. Understands the healthcare industry and how our business is impacted by external factors. Develops and operates within a budget. Improves results through business development, process/quality improvement, and cost control.

**CHANGE AGILITY:** Learns quickly. Anticipates and prepares for change. Readily adapts to new or changing circumstances. Learns and recovers quickly from setbacks. Is undeterred by ambiguous and/or complex situations. Takes others' change-readiness into account when planning, communicating, and implementing change. Develops effective goals, strategies and plans for achieving change and establishes a balanced sense of urgency. Energizes others and sustains their commitment to make or adapt to change.

**COLLABORATION:** Develops and maintains positive relationships with co-workers, customers, and other people and institutions important to our business. Leads and participates effectively in teams. Recognizes when a collaborative approach is and is not needed. Shows sensitivity to the diverse needs, feelings and perspectives of others. Solicits and demonstrates respect for input and ideas from others – even when he/she disagrees. Manages conflict constructively. Supports team decisions. Keeps commitments and responds to feedback.

**COMMUNICATION:** Listens well. Knows and meets the needs of communication recipients. Is clear and concise both orally and in writing. Organizes and presents material in a persuasive manner. Explains complex issues in simple terms. Is an effective presenter and public speaker. Responds well to questions “on the spot.” Conducts effective meetings. Solicits and provides communication from/to the appropriate people in a timely manner. Uses communication technology effectively. Keeps confidences and protects sensitive information.

**DECISION MAKING:** Decisions are ethical, principle-based, and consistent with applicable laws, standards, policies, and procedures. Decisions are well-reasoned and flow logically from the data. Considers alternatives and acknowledges both benefits and risks. Can and knows when to build consensus, seek input from others, or make an independent decision. Decisions are timely and not influenced by emotions or stress. Knows when and how to say “no” and can make unpopular decisions. Takes accountability for decisions and actions.

**LEADERSHIP:** Exemplifies and actively reinforces HealthSouth's values. Articulates a clear, compelling, and achievable vision of the future. Enrolls others to develop effective goals, strategies, and measures in support of the vision. Inspires commitment and energizes others to drive for results. Takes initiative. Delegates appropriately, ensuring the necessary resources and support are available, and personally addresses significant obstacles. Holds self and others accountable for excellence in execution. Focuses both on results and on how they are achieved.

**STRATEGIC FOCUS:** Aligns work with the fulfillment of higher level goals. Develops clear objectives and strategies for what he/she aims to accomplish and how he/she plans to do it. Is well-organized. Sets clear priorities, challenging and achievable goals, and objective success measures. Understands organizational needs and allocates time, people and resources accordingly. Effectively manages multiple priorities while maintaining a proper work/life balance.

**TALENT MANAGEMENT:** Attracts, selects, on-boards, develops, and retains highly talented people. Knows the strengths, development needs, and career interests of his/her people and creates work and development plans that capitalize on strengths and provide development opportunities. Sets clear expectations and provides candid, timely, and effective feedback and coaching. Rewards performance and recognizes accomplishments. Builds organizations with strong, deep, and diverse talent. Makes his/her own development a priority.

**JOB / TECHNICAL PROFICIENCY:** Demonstrates the appropriate breadth and depth of technical knowledge and skills specific to his/her function and/or job discipline.

## **POSITION REQUIREMENTS AND ESSENTIAL JOB FUNCTIONS**

### **License or Certification:**

- Membership in State or National Healthcare Engineering Association preferred.
- CHFM Preferred.
- Valid Driver's License.

### **Education, Training and Years of Experience:**

- Bachelor's degree and/or 5-7 years of hospital maintenance and/or construction experience in a healthcare setting required.
- Minimum of 5 years supervisory experience with 5 years current experience in plant equipment and systems operation (chiller, steam boilers, hydraulic systems, building controls, electrical, and air handlers) in a health care institution.
- Candidates must have a broad knowledge of TJC, OSHA, EPA, NFPA and other government, state and local regulatory agencies standards.
- Leadership skills to lead a diverse workforce with varying abilities and skills.

### **Essential Job Functions:**

- Oversees lead Maintenance and Environmental Services staff and coordinates routine and non-routine activities.
- Performs responsibilities including, but not limited to, safety, environmental services, waste management, electrical and mechanical equipment services, biomedical, medical waste, infection control, energy management, loss prevention, telecommunications, grounds keeping, transportation, environmental protection, security, and preventative maintenance.
- Effectively utilizes computerized maintenance management software (CMMS) program.
- Utilizes Hospital IQ and hospital utility bills to analyze plant operations energy usage.
- Reviews, evaluates, and monitors the hospital's maintenance expenses, including historical data and equipment life cycles to anticipate future expenditures, and takes action to reverse negative trends.
- Develops a multi-year hospital plan encompassing preventative maintenance schedules, repairs and upkeep of interior finish standards, and end-of-life cycle replacement strategies for building equipment and systems.
- Participates in planning and execution of capital construction projects and equipment purchases.
- Works with national, regional, and corporate contacts, as well as local contractors on mitigating expenditures.
- Maintains documentation of required accreditation and compliance related activities with emphasis on Environment of Care, Life Safety, and Emergency Management standards.
- Coordinates environmental rounds with hospital departments and takes appropriate steps to address identified issues.
- Organizes, plans, and manages time effectively to complete assignments.
- Meets position requirements and performs essential functions.
- Completes mandatory training and courses required by completion date.
- Reports questionable situations, concerns, complaints or harassment immediately.
- Proactively monitors and reviews safety programs to identify trends and ensures controls to limit safety risks.
- Interprets blueprints, works from sketches or verbal instructions; possesses explicit knowledge of building-specific Life Safety Code requirements in order to appropriately oversee construction activities, maintain Code compliance, and administer the Statement of Condition reporting function.

### **Machines, Equipment Used:**

- General office equipment such as telephone, copy machine, fax machine, calculator, computer.

### **Physical Requirements:**

Plant Operations Director - Hospital-05/14/13

- Good visual acuity and ability to communicate.
- Ability to lift a weight up to 40 pounds, and ability to push/pull a minimum of 50 pounds, which includes lifting, pushing and/or pulling equipment, supplies and tools. Reasonable assistance may be requested when lifting pushing and/or pulling are undertaken that exceeds these minimum requirements.
- Ability to demonstrate safe retrieval skills from above head to floor level with objects up to 50 pounds.
- Must demonstrate the ability to tolerate frequent position changes such as twisting, stooping, reaching, squatting, kneeling, pushing/pulling, and bending positions for complete shift.
- Ability to work on ladders, scaffolds and be able to sit, stand and walk for momentary to extended periods of time.
- Ability to safely work with hazardous materials.

**Compliance:**

- Adheres to the company’s Standards of Business Conduct.
- Maintains current licensure and/or certifications, if applicable.

**Skills and Abilities:**

- Ability to speak, read, write, and communicate effectively.
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without constant supervision.

**Environmental Conditions:**

- Indoor, temperature controlled, smoke-free environment. Occasional outdoor exposure.
- Exposure or potential exposure to blood and body fluids may be required.
- Handicapped accessible.
- May work under stressful circumstances at times.

**Proficiency or Productivity Standards:**

- Has regular, reliable, and predictable attendance.
- Adheres to hospital/department dress code including wearing ID badge.
- May be required to work weekdays and/or weekends, evenings and or night shifts if needed to meet deadlines.
- May be required to work on religious and/or legal holidays on scheduled days/shifts.
- Will be required to work as necessary during disaster situations, i.e., before, during or after a disaster.
- May be required to stay after workday to assist after a disaster situation until relief arrives.
- May be required to perform other duties as assigned by supervisor.

My signature confirms that I have reviewed this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date