

JOB DESCRIPTION

POSITION TITLE: Plant Manager/Security

DEPARTMENT: Maintenance

REPORTS TO: Chief Operations Officer

POSITION OVERVIEW:

The position of Plant Manager is to assist FHCCGLA in the planning, organizing, directing and running optimum day-to-day operations to exceed our customers' expectations. Increasing production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards.

DUTIES/RESPONSIBILITIES:

1. Maintains general clinic repair and equipment maintenance in compliance with OSHA and Public Health Standards.
2. Ensure safety and efficiency of ALL FHCCGLA clinic facilities.
3. Shall ensure that all FHCCGLA clinic sites are and remain in compliance with facility ISO standards and all HSE guidelines.
4. Prepare, analyze and issue building inspection reports as necessary (e.g., safety checks, disaster preparation, etc.)
5. Responsible to maintain records of all quotes.
6. Shall submit requests for replenishment of Home Depot credit card and submit receipts for all purchases made.
7. Shall control costs to achieve company budget goals.
8. Develop and implement a schedule to ensure that all facilities landscaping is being done on a weekly basis.
9. Ensures that the cleanliness and maintenance of the building is kept up at all times.
10. Responsible for the development of a cleaning schedule and ensures that it is adhered to accordingly.
11. Ensures the safety of the clinic at both sites for staff & patients.
12. Identifies and makes notification to the President and CEO of all faulty or non-operable equipment and / or structural items for repairs.
13. Assists in the scheduling of all annual calibrations of agency equipment at all FHCCGLA sites or as necessary.
14. Transports equipment and supplies to the agency's clinics as necessary.
15. Must maintain own vehicle, license, registration, and driving insurance as a

function of the job.

16. Performs monthly checks of all fire extinguishers of all sites.
17. Supervises the upkeep of the agency clinics by organizing painting, repairs, and future replacement of items or equipment as needed.
18. Schedules annual fire inspection at both sites and ensures that appropriate documentation is submitted to the administration department for administrative file.
19. Provides quotes as needed for replacement of any/all repairs, etc.
20. All tasks as assigned.

MINIMUM QUALIFICATIONS:

1. High School Diploma, required (or G.E.D.).
2. Familiarity with regulatory requirements for non-profit FQHC's.
3. Ability to direct staff as necessary when following FHCCGLA's Policies & Procedures (i.e., parking matters, safety, etc.).
4. Aptitude for equipment operation and troubleshooting.
5. Excellent communication skills.
6. Must be able to speak with employees, other department managers and senior management.
7. Must be able to quickly ascertain a situation that needs to be addressed and be decisive in solving it, such as identifying equipment defects, safety issues/concerns, etc.
8. Must be able to multitask and ensure to meet deadlines to ensure the operations of any FHCCGLA clinic site is not affected.

ADDITIONAL ELIGIBILITY REQUIREMENTS:

See listing above