



San Joaquin General Hospital is recruiting for

ASSISTANT FACILITIES MANAGER-SJGH



THE POSITION

The Assistant Facilities Manager assists with planning, organizing, coordinating, staffing and directing activities related to construction, maintenance and repair of buildings, grounds and equipment within San Joaquin General Hospital. Responsibilities include supervision of staff in areas related to plant maintenance, plant engineering, environmental maintenance, and grounds maintenances for various facilities at San Joaquin General Hospital campus as well as several ancillary sites.

The ideal candidate will possess building trades experience from a large, acute care hospital facility and experience in supervising staff and coordinating work in areas related to facilities maintenance.

THE DEPARTMENT

San Joaquin General Hospital is a community hospital and designated Trauma Center with over 1500 employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both clients and employees.

The agency is committed to the delivery of community orientated, culturally sensitive, and affordable health care throughout San Joaquin County.

The Assistant Facilities Manager of San Joaquin General Hospital provides assistance with management over the following hospital departments:

- ◆ **Bio-medical Engineering**
- ◆ **Plant Maintenance**
- ◆ **Plant Operations**
- ◆ **Grounds**

Please visit the agency website at:
www.sjgeneral.org



ASSISTANT FACILITIES MANAGER — SJGH

TYPICAL DUTIES

- ◆ Assigns, supervises, trains and evaluates the work of subordinate staff engaged in the construction, renovation and maintenance of buildings, grounds, and equipment.
- ◆ Schedules and coordinates operations; prioritizes work; evaluate and establishes quality standards; inspects completed work to assure conformance with priorities, schedules and standards.
- ◆ Investigates complaints and recommends corrective actions; assists in reviewing operations to identify improvements.
- ◆ Coordinates construction projects; provides guidance and technical expertise to staff; orders necessary material and supplies.
- ◆ Monitors equipment to assure proper function as well as the need for timely maintenance, repairs or replacement; assures availability of up-to-date supplies, tools and resources; assures the proper use of chemicals and personal safety equipment; develops accident prevention and emergency and disaster plans.
- ◆ Coordinates and administers quality improvement programs, including safety, job related training, hazardous materials, and waste and energy management; assures compliance with state and other standards/regulations such as Joint Commission and Center for Medicaid Services.
- ◆ May be required to perform skilled labor to meet agency needs and to ensure timely customer service.
- ◆ Plans, assigns and directs the operation, maintenance and repair of buildings and related infrastructure/equipment including all major Hospital utility systems such as high pressure boilers, steam lines, water, sewer, telephone, gas, electrical, HVAC and Medical Gas systems.
- ◆ Acts in the absence of the Facility Manager, as assigned.
- ◆ Assists with budget preparation, prepares reports and correspondences.
- ◆ Performs other duties as related and assigned.



About San Joaquin County

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches— from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty nature, music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

ASSISTANT FACILITIES MANAGER — SJGH

COMPENSATION AND BENEFITS

Annual Base Salary: \$59,322-\$72,093

(Approx Monthly Salary: \$4,943- \$6,008)

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ♦ 1937 Retirement Act plan with reciprocity with CALPERS.
- ♦ 125 Flex Spending Benefits Plan.
- ♦ 12 days sick leave annually with unlimited accumulation.
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ♦ 14 holidays per year
- ♦ 125 Flex Benefits Plan

APPLICATION SUBMITTAL PROCESS

To apply, a completed application and supplemental questionnaire must be submitted by:

May 2, 2014

Resumes will not be accepted in lieu of an application. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370

Apply Online Today At: www.sjgov.org/hr

MINIMUM QUALIFICATIONS

Note: Supplemental application must be submitted with regular employment application.

EITHER PATTERN I

Experience: One year of San Joaquin County service as a Crafts Worker IV or Office Building Engineer which included supervisory experience.

OR PATTERN II

Experience: Five years of journey level experience in the building trades, including one year at a supervisory level, preferably in a large, acute care hospital facility.

Substitution: Completion of 30 semester/45 units at an accredited college or university in mechanical, civil or electrical engineering may substitute for one year of non-supervisory experience.

AND

License: Possession of a valid California driver's license.





ASSISTANT FACILITIES MANAGER — SJGH Supplemental Questionnaire

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses, address each question separately, and limit - one page per question. Please provide detailed descriptions of your experience. These questions will be reviewed in evaluating your qualifications.

1. Describe your experience supervising staff who performs a wide variety of facilities related duties. Include in your response your experience providing training, performance evaluation and discipline. Please indicate the number of staff you supervised.
2. Describe your role ensuring safety standards are met in your facility. Include in your response your knowledge of California administrative codes, O.S.H.A. rules and regulations, and standard uniform building and safety codes including any knowledge of Joint Commission and Centers for Medicaid Services (CMS).
3. Describe your proficiency level with computer programs (such as Word, Excel, Power-Point, etc.) and how you utilize these programs to accomplish management objectives. Include in your response, the computer program, your proficiency level, and how you utilized these programs to meet work objectives.
4. Please list the names and number of units per course in mechanical, civil or electrical engineering received from an accredited college or university. Please specify the name of the college or university these courses were completed.
5. If you possess a valid California driver's license, please indicate your license number and the expiration date below:
