

VACANT POSITION ANNOUNCEMENT

DATE POSTED: 02/06/2013

CUTOFF DATE: 02/15/2013

All applications must be submitted before 3:00pm on the cutoff date indicated above.

JOB POSITION: Maintenance Manager
Full-Time w/ Benefits

DEPARTMENT: Maintenance/Support Services

DATE POSITION AVAILABLE: Immediately

JOB DESCRIPTION: The Maintenance Manager is responsible for the daily operations of the maintenance department in ensuring the safe and efficient operations and maintenance of all Cumberland Heights' facilities. This position will work directly with the Director of Support Services in complying with all laws, rules and regulations set by various regulatory agencies (i.e., The Joint Commission, State of Tennessee Department of Mental Health & Developmental Disabilities, Metro/Nashville Codes, Metro/Nashville Fire Department, OSHA/TOSHA) and other local codes for the cities/counties of all facilities, including outpatient offices. Other primary duties and responsibilities include, but are not limited to, the following:

- Supervises and manages the daily operations of the Maintenance Department and its personnel
- Ensures that daily work orders and scheduled preventive maintenance tasks are assigned and completed in a timely and efficient manner and in accordance with established safety procedures and guidelines using a Preventive Maintenance Program
- Works with the Director of Support Services during any construction and/or renovations projects to ensure the quality of work
- Works with other departments to ensure that maintenance needs are met and that any safety issues are addressed in a timely and efficient manner
- Serves as a standing member of the Safety/Environment of Care Committee
- Orders and maintains tools, supplies and parts for use in completing daily work orders and scheduled preventive maintenance tasks
- Ensures that maintenance personnel are trained in the safe practice and handling of all tools, equipment, and chemicals used, including orientation of MSDS sheets.
- Performs maintenance tasks in the areas of plumbing, electrical, painting, carpentry, HVAC and mechanical, as needed
- Maintains records of all completed work orders and preventive maintenance tasks completed as well as any maintenance and repairs completed for any Cumberland Heights' vehicles and equipment
- Recommends ways to improve the quality and delivery of services.
- Protects the confidentiality of patient and company information.
- Reacts productively to change.
- Performs other duties as assigned.

QUALIFICATIONS FOR POSITION:

- High school diploma or GED is required; and/or equivalent education or experience in job related activities.
- Minimum of five (5) years experience in one of the trades (electrical, plumbing, carpentry, mechanical, HVAC, painting, equipment operations) and basic skills in all other trades required
- Minimum of one (1) year experience in management and/or supervision preferred
- Working knowledge of laws, rules and regulations set by various regulatory agencies (i.e., The Joint Commission, State of Tennessee Department of Mental Health & Developmental Disabilities, Metro/Nashville Codes, Metro/Nashville Fire Department, OSHA/TOSHA) and other local codes
- Ability to become proficient in use of computer-based Preventive Maintenance Program
- Good problem-solving skills; good oral and written communication skills
- Ability to speak and write in English; ability to see and hear
- Ability to lift up to 40 pounds unassisted; ability to sit, stand, walk, climb, balance, stoop, kneel, crawl, crouch, handle and reach; good dexterity
- Position subject to the demands of a 24-hour health care operation and critical equipment and requires flexible hours, including evenings and weekends with on-call responsibilities on a rotating scheduled

To apply for the above position, please submit a cover letter along with a current resume to Russ Taylor via fax (615) 432-3384 or email at russ_taylor@cumberlandheights.org. You will be contacted should an interview or other information be desired.

This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.