

 Oroville Hospital	Job Description for Office Coordinator Plant Operations/Department Secretary		Department:	Maintenance
	Dept.#:	8460	Last Updated:	7/23/08

Reports To

Director Plant Operations/Environmental Services

Job Summary

The Office Coordinator of Plant Operations/Department Secretary compiles data on departmental charges for maintenance of equipment and supplies. Keeps records of requests, repairs made, time involved, equipment and supplies purchased. Tabulates material and labor costs, prepares charges, log reports, and requisitions, prepares departmental audit expense and manpower reports, weekly/monthly as well as prepares cost accounting records of work orders performed, works closely with Director preparing annual departmental budget.

Duties

1. Performs CAD operation- Updates and revises blue prints, building layouts and floor plans. Draw floor plans and layouts for new work areas and offices. Draws and revises changes to layout and design to accommodate new equipment/utility systems. Updates and revises evacuation maps (hospital facility/clinics/medical offices) and facility/clinic directory maps
2. Sign making/updating for hospital facility, physicians offices and clinics
3. Coordinates Nextel communications and programming changes to equipment
4. Maintains files of correspondence and related materials, keeps preventive maintenance manuals up-to-date, takes notes and summarizes minutes of meetings, makes appointments, screens visitors and telephone calls, routes incoming mail
5. Types and routes correspondence
6. Has access to sensitive and confidential hard copy and computer documentation
7. May prepare special reports
8. Receives telephone and written requests from hospital departments, clinics, and medical office buildings for Engineering/Maintenance service, such as repair work, equipment adjustments, and renewals for installation of apparatus; locates and notifies/dispatches Engineers/Technicians to facilitate requested work
9. Compiles data on departmental charges for maintenance of equipment and supplies
10. Keeps records of requests, repairs made, time involved, equipment and supplies purchased. Tabulate material and labor costs, prepares charges, log reports, and requisitions, prepares departmental audit expense and manpower reports, weekly/monthly as well as prepares cost

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11. Disaster Manual-Compiles statistical data, coordinates revisions, updates and format changes. Prints all documents and hand revise manuals
12. Perform clerical type duties in connection with repair order control, scheduling, and time distribution and backlog control
13. Maintains Engineering Department equipment and repair parts inventory by checking supplies, preparing requisitions, and purchase orders; checks deliveries against invoices
14. Maintains records of machinery and equipment by posting data such as type of equipment or machinery purchased, manufacturer's name and address, dates of purchase, installation, scheduled maintenance and location
15. ATM- Ascertain equipment malfunction and degree of repairs necessary to return machine to normal operation. Follows troubleshooting guidelines and reports to technical support all actions and status. Training provided by Access Cash (ATM Company)
16. SMATV- Checks channel line up, troubleshoot equipment system problems and malfunctions, may reboot system, reprogram control modules and/or coordinate programming modifications with DirecTV and/or Engineering Departmental personnel

Qualifications

1. High School graduate with emphasis in bookkeeping and typing
2. Additional courses in accounting, CAD operation, graphic design and general office practice desirable
3. Must have computer skills, familiarity with Lotus, Microsoft operating systems and AutoCAD LT
4. Ability to use Sign making system, telephone programming module, pc computer, CAD system, blue print copier
5. Ability to use standard office equipment such as copiers, fax machine, journals, ledger, work request logs, and general office supplies

Lifting Requirements

Work is medium. Reaching for, handling and fingering supplies, telephones, computers, various equipment, equipment records and papers, talking and hearing to receive and relay messages and instructions in person or by telephone/radio, Near-visual acuity while making signage, using CAD program and computers recording data.