

CHIEF ENGINEER PRESENTATION

ADMINISTRATIVE OFFICE STAFFING,
TRAINING, AND HUMAN RESOURCES

OSCAR G. JOHNSON VAMC IRON MOUNTAIN, MICHIGAN

ARTHUR G. ONTTO JR, P.E., CHFM

CHIEF, ENGINEERING SERVICE





OSCAR G. JOHNSON VA MEDICAL CENTER

- Facility is a complexity level 3
- Most rural VAMC in the country
- City population is 7,624

Medical Center Campus consists of:

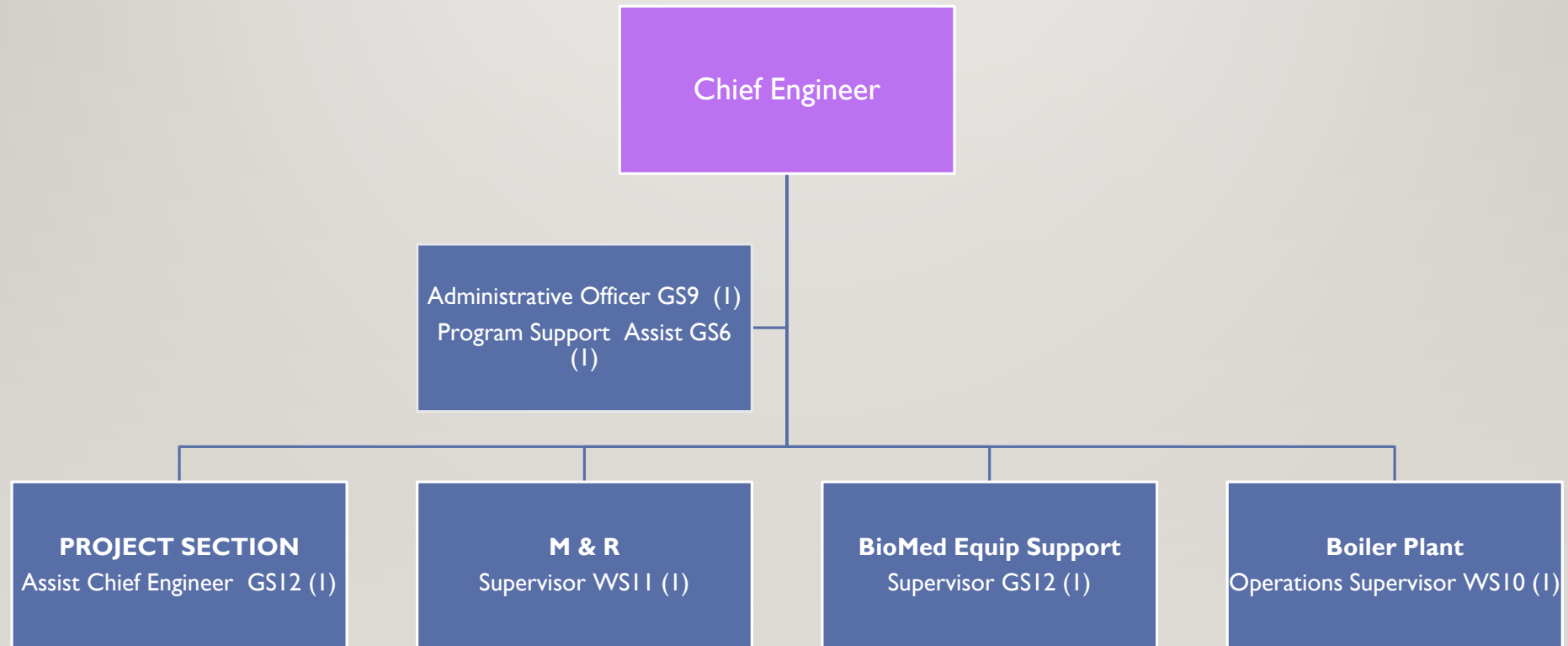
- 17 buildings
- 27 acre campus
- 317,600 owned square feet of space
- Facility constructed in 1948
- capital improvements since 2006 approximately \$110,000,000

7 Community Based Outpatient Clinics (CBOC)

- 30,800 leased square feet
- Closest CBOC is 80 miles away and the farthest CBOC is located 225 miles away



ENGINEERING OFFICE OF THE CHIEF



CHIEF OF ENGINEERING

- 20%--MEETINGS/CUSTOMER SERVICE
 - CHAIR, ATTEND, AND PREPARE FOR VARIOUS COMMITTEE MEETINGS, CONSTRUCTION, DESIGN, ETC
 - GENERAL SERVICE FOLLOW UP AND CUSTOMER SERVICE, PROVIDE INFORMATION FOR SERVICE CHIEFS AND EMPLOYEES
- 20%--CONSTRUCTION/PROJECTS
 - CONSTRUCTION PLANNING, OBLIGATIONS, BUDGET, DESIGN, COORDINATION, INSPECTION, TRAINING, PROBLEM SOLVING.
- 20%--SUPERVISION/ENGAGEMENT
 - EMPLOYEE SUPERVISION, ENGAGEMENT, MENTORING, TRAINING, FOCUS GROUPS, ALL EMPLOYEE SURVEY, ETC
- 15%--FACILITY LEADERSHIP
 - PROVIDE LEADERSHIP THROUGHOUT THE FACILITY, VA GOALS, VA MISSION, ENVIRONMENT OF CARE ROUNDING, ETC.
- 15 %--MISCELLANEOUS
 - VISITORS, INSPECTIONS, ACTION ITEM FOLLOW UP, CBOC SUPPORT, UNION ISSUES, ETC
- 10%--BUDGET
 - BUDGET ADMINISTRATION, FCP MANAGEMENT, PAY BILLS, MONITOR CREDIT CARDS, ETC

ASSISTANT CHIEF ENGINEER

- 65%--PROJECT SECTION
 - TRACKING OF PROPOSED PROJECTS, PROJECT BUDGETS, TIMELINES, WORKING WITH CONTRACTING ON PROCUREMENTS, ACTION ITEMS SUCH AS SCIP, BI-WEEKLY CAM SPREADSHEET
 - COR MENTORING AND TRAINING, ASSISTING COR'S WITH PROJECT COORDINATION, UTILITY SHUTDOWNS
- 15% SAFETY SECTION
 - WEEKLY HUDDLES FOR COORDINATION ISSUES, ASSIST WITH SAFETY SECTION ISSUES AND CONCERNS
 - MENTORING EMPLOYEES, PROVIDING GUIDANCE AND SUPERVISION, ATTENDING SAFETY RELATED MEETINGS, ASSISTING WITH SAFETY SECTION GOALS, EMERGENCY MANAGEMENT, ENVIRONMENT OF CARE, ETC
- 10%--ASSISTANT CHIEF DUTIES
 - ASSISTS MAINTENANCE AND REPAIR AND BIOMED SUPERVISORS ON STAFFING AND SERVICE ISSUES
 - TRAIN AND MENTOR BOILER PLANT SUPERVISOR, COORDINATOR OF ALL ENGINEERING ACTION ITEMS. SERVICE REPRESENTATION AT MEETINGS SUCH AS WATER SAFETY, ETC. ACTS FOR THE CHIEF WHEN THE CHIEF IS OFF STATION
 - ASSISTS WITH SOLVING FACILITY ENGINEERING PROBLEMS BOTH PROJECT AND IN HOUSE, APPROVES PAYMENT OF BILLS

MAINTENANCE AND REPAIR SUPERVISOR

- 25%--SUPERVISION
 - ASSIGNMENT OF WORK AND WORK ORDERS, GENERAL SUPERVISION, CUSTOMER SERVICE AND INTERACTION
 - EMPLOYEE MENTORING, WORK VERIFICATION,
- 25%--EQUIPMENT MANAGEMENT
 - IMPLEMENTATION OF NEW PROJECT EQUIPMENT, PREVENTIVE MAINTENANCE CREATION, VERIFICATION, DOCUMENTATION, JOINT COMMISSION/CODE COMPLIANCE VERIFICATION, CATEGORIZATION, LOCK OUT TAG OUT PROCEDURES, ETC.
- 20%--VA GOALS AND MISSION SUPPORT
 - VA MISSION AND GOALS, SUPERVISORY ROUNDS, EMPLOYEE ENGAGEMENT, ALL EMPLOYEE SURVEY, TRAINING COORDINATION (CONFINED SPACE, MED SLED, ARC FLASH, INFECTIOUS CONTROL, ETC.)
- 15%--FACILITY MAINTENANCE LIAISON
 - MEETINGS SUCH AS MOVES, ENVIRONMENT OF CARE, CONSTRUCTION SAFETY, PROJECT, ETC. TRAININGS SUCH AS VA VOICES, OWN THE MOMENT, EEO, SUPERVISOR TRAINING, STAFF MEETINGS AND SPECIAL EVENT COORDINATION
- 15%--PROJECT ASSISTANCE
 - RESEARCH PROJECT DATA, COORDINATE UTILITY SHUTDOWNS FOR PROJECTS, PROVIDE PLAN REVIEW FOR PROJECTS, PROVIDE CONSTRUCTION INSPECTION OF PROJECTS, COORDINATE THE ABOVE CEILING PERMIT PROGRAM

ADMINISTRATIVE OFFICER

- 30%--FACILITY MAINTENANCE AND ACCREDITATION
 - RESPONSIBLE FOR ORGANIZATION AND DOCUMENTATION OF JC REQUIRED TESTING/MAINTENANCE
 - EOC MANAGEMENT PROGRAM, AND OFFICIAL FOLLOW UP OF ALL INSPECTIONS/RECOMMENDATIONS
- 45% BUDGET AND FINANCE
 - DRAFT BUDGETS, MONITOR ALL FCP's, PAY BILLS, PURCHASE CARD HOLDER, BUDGET REQUESTS AND TRANSFERS,
 - MONITORS AND REVIEWS FLEET CARDS, ESTIMATES AND PAYS UTILITIES, SERVICE CONTRACT COORDINATOR
- 15%--GENERAL PROGRAM ADMINISTRATION
 - SPACE, EQUIPMENT, HUMAN RESOURCES, SERVICE CONTRACT PROGRAM,
- 10%--MISCELLANEOUS
 - ALL EMPLOYEE SURVEY, GOAL SETTING, QUALITY ASSURANCE, UNION ISSUES, FOCUS GROUPS, FOLLOW-UP OF ISSUES RELATED TO INSPECTIONS SUCH AS JC, LTCI, OIG, AWE, VEGA, CONSULTANTS, ETC.

PROGRAM SUPPORT ASSISTANT

- 55%--ADMINISTRATIVE SUPPORT
 - RESPONSIBLE FOR MEETING MINUTES, POLICY REVIEW AND UPDATES, KEY CONTROL, RECORDS MANAGEMENT
 - PREPARES TRACKS AND SUBMITS REPORTS, PROVIDES CUSTOMER SERVICE, ANSWERS TELEPHONES, GREETES VISITORS
 - RUNS/CONTROLS OFFICE, ASSIST WITH ADDRESSING MINOR ISSUES THROUGHOUT THE HOSPITAL, MANAGES RENTAL QUARTERS
- 30% HUMAN RESOURCE TASKS
 - RECRUITING, COMPLETING HR FORMS, UPLOADING DOCUMENTS, TRACKING, SCHEDULING INTERVIEWS,
 - COORDINATES NEW HIRES ORIENTATION, COMPUTER ACCESS, BADGING, PROCESSES AWARDS AND PERSONNEL ACTIONS, MAINTAINS EMPLOYEE PERSONNEL FILES
- 10%--TIME KEEPER
 - RESPONSIBLE FOR ALL ASPECTS OF TIME KEEPING INCLUDING OVERTIME AND PREMIUM PAYS, POSTING, ETC
- 5%--WORK ORDER CLERK
 - SUBMITS WORK ORDERS, CLOSES OUT PREVENTIVE MAINTENANCE WORK ORDERS

COMMITTEES

- SPACE COMMITTEE—MONTHLY CHAIR
- SAFETY/EOC COMMITTEE—MONTHLY, ATTEND RESPONSIBLE FOR JC MANAGEMENT PLANS
- INFORMATION COLLECTION AND EVALUATION COMMITTEE—N/A
- CONSTRUCTION PROJECT COMMITTEE—MEET AS NEEDED
- STRATEGIC PLANNING COMMITTEE—QUARTERLY ATTEND
- CONSTRUCTION SAFETY COMMITTEE—MONTHLY CHAIR
- GEMS COMMITTEE—BI-MONTHLY ATTEND
- EMERGENCY PREPAREDNESS COMMITTEE—QUARTERLY ATTEND
- JOINT COMMISSION QUALITY ASSURANCE COMMITTEE—MEETINGS AS NEEDED
- UNION MANAGEMENT COMMITTEE—SUSPENDED
- RESOURCE COMMITTEE—AS NEEDED

COMMITTEES (CONTINUED)

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- INFECTION CONTROL COMMITTEE—MONTHLY, PREPARE REPORTS, ATTEND BY IH
 - VISN CHIEF ENGINEER MEETING--QUARTERLY
 - ASSOCIATE DIRECTOR COUNCIL—N/A
 - HUMAN RESOURCE REVIEW BOARD—N/A
 - DIRECTORS STAFF—MONTHLY, ATTEND PROVIDE REPORT
 - MONTHLY ENGINEERING STAFF MEETING—CHAIR, PREPARE AGENDA
 - DAILY MORNING REPORT—AS NEEDED
 - ADMINISTRATIVE ROUNDS—WEEKLY, M&R SUPERVISOR
 - VARIOUS A/E MEETINGS—ATTEND AS NEEDED
 - INSPECTORS IG, SOARS, JOINT COMMISSION, CAP, VISN, VACO, FCA, ETC.—ESCORT, MEET WITH
 - MISCELLANEOUS MEETING AND CONFERENCE CALLS—AS REQUIRED

POSITIONS WE WISH WE HAD!

- WORK ORDER CLERK
 - MONITOR PRODUCTIVITY, PROVIDE REPORTS, PROVIDE CUSTOMER SERVICE
 - IMPROVE DOCUMENTATION FOR ACCREDITATION, ASSURE WE GET CREDIT FOR OUR WORK
- BUDGET TECHNICIAN
 - MONITOR FUND CONTROL POINTS, BUDGET, MONITOR EXPENDITURES
 - BALANCE AND MONITOR CONSTRUCTION FUNDS, PAY BILLS, CREDIT CARD
- ENERGY MANAGER
 - MONITOR ENERGY USAGE, FOCUS ON REDUCING ENERGY USAGE, PROVIDE STRAGIES FOR OPERATING FACILITY EFFICIENTLY, ENERGY REBATES, ETC

MISCELLANEOUS

- O&M ENGINEER—EXCELLENT IDEA, MANY DAY TO DAY ISSUES NEED TO BE SOLVED BY A ENGINEER, SERVICE CONTRACTS
- WORK ORDER DATA TO SUPPORT STAFFING REQUESTS—NO
- ENERGY ENGINEER REQUIREMENTS—MINIMUM TO GET BY, ADDITIONAL DUTY FOR PROJECT ENGINEER
- CLERICAL NEEDS—COULD BE ACCOMPLISHED WITH PROGRAM SUPPORT ASSISTANT & ADMINISTRATIVE OFFICER IF BUDGET TECHNICIAN WAS ON STAFF
- WORK ORDER REPORTS ON PRODUCTIVITY ETC.—HARD TO GET ANY USEFUL DATA, REPORTS SOMETIMES BY HAND W/EXCELL
- ENGINEERING TRAINING—MOST IS TMS, RED VECTOR, CONSULTANTS, PRODUCT AND EQUIPMENT SUPPLIERS
- OFFICE OF THE CHIEF PROVIDES CLERICAL/ADMINISTRATIVE SUPPORT FOR—SAFETY, BIOMEDICAL, BOILER PLANT, GROUNDS, TRANSPORTATION, PROJECTS, O&M, ETC. ONE BIG TEAM!
- RECORDS CONTROL—NOT ALLOWED TO “THROW ANYTHING AWAY”, ALL DOCUMENTS MUST BE APPROVED FOR DISPOSAL

MISCELLANEOUS CONTINUED

- VA DATA MANAGEMENT—FREQUENT REQUIREMENTS TO PROVIDE DATA TO WASHINGTON, MANY DATA BASES TO KEEP UP, MANY SUSPENSES TO PROVIDE, SORT, AND ANALYZE DATA IN A SHORT TIME FRAME
- INSPECTIONS—VISN ANNUAL WORK PLACE EVALUATION, VISN GEMS INSPECTION, INSPECTOR GENERAL ROUTINE AND FOR CAUSE, JOINT COMMISSION BOTH TRI-ANNUAL AND FOR CAUSE, LONG TERM CARE INSTITUTE, CARF, OSHA, CONSULTANTS, CONGRESSMEN/CONGRESSWOMEN, VISN LEADERSHIP, MOCK SURVEYS, ETC. “ENDLESS”. ALL REQUIRE TOURS, POLICY REVIEWS, DOCUMENTATION, AND LEAVE A LIST OF ITEMS TO ACTION PLAN AND CORRECT!
- PROJECT WORKLOAD IMPACT THE OFFICE OF THE CHIEF—PROJECTS IMPACT EVERYONE! MANY VISITORS, CONTRACTORS NEED TO BE BADGED, TRAINED, MEETINGS, CALLS DUE TO NOISE, PAYMENTS, ETC. PROJECTS AND CONTRACTORS ARE A VERY LARGE IMPACT TO THE FACILITY, OUR SERVICE, AND THE OFFICE OF THE CHIEF STAFF!
- LEVEL OF SERVICE—DURING THE 7:00AM TO 4:30PM SHIFT ENGINEERING CAN BE REACHED BY TELEPHONE 99% OF THE TIME. DURING ALL OTHER HOURS THEY CAN BE REACHED THROUGH THE BOILER PLANT OPERATOR. NO ONE IS ON CALL FOR ENGINEERING SO GETTING SOME ISSUE ADDRESS CAN BE HIT OR MISS!

QUESTIONS

