

Black River Memorial Hospital
JOB DESCRIPTION

Job Title: Director of Facility	Employee Name:
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Created on: 11/01/94	Department: Environmental Services	Pay Type: Exempt
Reports To: Chief Financial Officer (CFO)	Reviewed on: 09/12/06, 05/11/12	Revised: 8/1/96; 5/15/98; 1/6/00; 1/1/01; 12/01/03; 9/15/04; 8/26/2005, 09/12/06, 01/11/10, 09/30/10, 02/09/11, 09/20/11, 09/11/14, 06/01/16, 10/14/20

POSITION SUMMARY:

The Facility Services Director is responsible for planning, supervising, and directing the activities of maintenance, housekeeping, and laundry. The Director oversees the maintenance of the building, grounds, equipment, and construction/renovation activities. Develops and implements programs, in accordance with TJC, State of Wisconsin, Federal and Local codes to maintain optimum facility environmental conditions and equipment operation in a safe and serviceable condition. Services as the Safety and Security Officer, Environment of Care Committee and other various subcommittees.

I. Essential Duties and Responsibilities

1. Develops department goals in conjunction with establishing/implementing/ developing/revising processes policies and procedures for department operations in alignment with the hospital's strategic goals. Provides leadership, vision, development and implementation of short and long term planning for the organization.
2. Oversees the day-to-day management of department staff and coaches staff and plans for staff succession. Uses proficiently the programs provided (e.g. Halogen succession planning and education). Resolves the personnel problems. Selects and hires quality employees and directs staff, coordinates orientation, training and education for staff and schedules work to facilitate effective and efficient department operations. Retains quality employees through use of effective motivation, delegation and supervision. Provides guidance on career development. Completes own, peer and staff annual performance appraisals. Follows hospital Standards of Conduct and holds staff accountable for meeting the Standards of Conduct.
3. Develops, implements, and evaluates financial practices and goals according to established standards. Plans, researches and requests purchases for department capital and operational equipment and supplies.
4. Develops, implements, and evaluates financial practices and goals according to established standards. Plans, researches and requests purchases for department capital and operational equipment and supplies.
5. Ensures department and employees are in compliance with all regulatory accreditation and licensing agencies by preparing and maintaining pertinent records, reports, statistics, contracts, files and other documents for the department.
6. Attends educational programs, in services and continuing education opportunities and maintains own education and meeting and attendance records.
7. Develops, implements and evaluates communication processes to keep leaders and staff informed. Encourages and coaches staff and others to address concerns directly using crucial conversation skills. Gathers and shares tough questions with leadership team for discussing and formulation of response in alignment with mission, vision and values. Reviews and validates Excellent Always must haves (rounding on staff and patients, thank you notes and recognition).
8. Ensures optimum operation of all building systems.
9. Administers and implements the preventative maintenance program to ensure uninterrupted operation of the entire physical plant.
10. Maintains a current and comprehensive condition report of all major equipment and building components.
11. Maintains an inventory of parts and supplies to maximize the operational readiness of facility building

systems and equipment with respect to the limitations of cost, regulation and relative priorities.
12. Oversees new construction projects or renovation projects and participates in overall space planning and master facility planning with Administration when appropriate.
13. Plans, implements/co-ordinates and directs/supervises minor remodeling projects for the facility and all required maintenance work projects that routinely develop from maintenance and repair requisitions or maintenance inspections.
Additional Duties
14. Performs other duties as assigned.

Educational Qualifications:

- Associate degree or equivalent from a 2 year college or technical school in Engineering, Construction, Project Management, or related field required. Bachelor’s degree preferred.
- Minimum 5 years of leadership experience with at least 3 years in leadership of facilities management and environmental services required. Healthcare facilities experience preferred. Experience should include HVAC, refrigeration, carpentry, painting, electrical, plumbing, institutional plant operations and maintenance (building and utility systems maintenance) and associated recordkeeping and regulations.
- Experience managing multiple departments.
- Professional certifications preferred (e.g. Certified Maintenance and Reliability Professional (CMRP), International Facility Management Association's Certified Facility Manager credential, Certified Healthcare Environmental Services Professional (CHESP)).
- Strong background in the field of code compliance with the ability to access, interpret, and implement standards, codes and regulations (i.e. TJC, State and Federal)
- Previous experience managing commercial building projects and contractors and the ability to interpret blueprints.
- Communicate effectively with others.
- Thorough knowledge of mechanical and electrical devices and equipment.

Work Relationship:

- Reports directly to the CFO.
- Direct reports include all employees of maintenance, housekeeping and laundry.
- Works closely with directors and staff of all departments.

Working Conditions:

- Work is performed largely in a pleasant hospital environment with minimal chance for personal injury.
- Regularly works near moving mechanical parts.
- Frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions and toxic or caustic chemicals.
- Occasionally works in outside weather conditions and is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.
- Occasionally has exposure to hazardous material such as needle punctures and exposure to blood and body fluids.
- The noise level in the work environment is usually moderate.

Physical Requirements:

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently required to lift and/or move up to 35 pounds.
- Occasionally required to lift and/or move over 35 pounds of supplies and equipment with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date

Reviewed: 9-12-06, 5-11-12