

## Facilities Manager Job Description

<b>Job Title:</b> Facilities Manager	<b>Reports to:</b> Director of Environmental Services
<b>Job Code:</b>	<b>Overtime Status:</b> X Exempt (not eligible)_ Non-Exempt(eligible)
<b>Department:</b> Environmental Services	<b>Prepared by:</b> _____ <b>Date:</b> _____
<b>Facility:</b>	<b>Approved by:</b> _____ <b>Date:</b> _____
<p><b>Job Summary</b>  The incumbent will direct and coordinate all details associated with handlings of Facility Management for multiple sites; will provide leadership to environmental services staff and make sound business decisions in supporting the hospital's mission; will support the hospital's vision to be a leader in providing the best facility for patient care, safety, service, and value. The incumbent will be an active team facilitator and strong communicator in emergency response.</p>	
<p><b>Supervises</b></p> <ul style="list-style-type: none"> <li>• Environmental services technician</li> <li>• Security guard</li> </ul>	
<p><b>Primary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Acts as primary contact regarding all remodel projects within the facility</li> <li>• Manages preventative maintenance systems</li> <li>• Maintains building management systems</li> <li>• Facilitates emergency response system drills</li> <li>• Plans and facilitates meetings as well as make formal presentations to target audiences</li> <li>• Performs facility audits</li> <li>• Performs equipment/asset inventory</li> <li>• Possesses knowledge of contracts and proposals</li> </ul>	
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Coordinates scheduling and managing subcontractors and vendors</li> <li>• Supervises and/or performs on-call emergency services when needed</li> <li>• Composes general and technical reports</li> <li>• Develops and manages additional team members in the department including training, coaching and retaining</li> <li>• Handles multiple priorities</li> <li>• Contracts facilities services such as telephone data, landscaping, and waste disposal</li> </ul>	
<p><b>Education/Certifications/Licenses</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree required, Master's degree preferred in Construction Management</li> <li>• Certified Healthcare Facilities Manager (CHFM) certification preferred</li> <li>• In addition, PMP, CMCI, CFM, or FMP certification preferred</li> <li>• Valid state driver's license</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• <b>Required- 5 Years</b> managing environmental health care and safety along with construction management experience on large projects, The Joint Commission, CON, OSHA and fully understand building codes, local, state and federal regulations</li> <li>• <b>Preferred-7 Years</b> managing environmental health care and safety along with construction management experience in health care environment, The Joint Commission, CON, OSHA and fully understand building codes, local, state and federal regulations</li> </ul>	
<p><b>Special Skills/ Equipment</b></p> <ul style="list-style-type: none"> <li>• Proficient in MS Office Suite; MS Project or PM software</li> <li>• Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred</li> </ul>	
<p><b>Contacts</b>  Internal patients, providers, staff, and volunteers</p> <p>External-Patients, Providers, Vendors, Community agencies, and advocates and Regulatory agencies</p>	
<p><b>Physical, Mental Demands/Working Environment</b>  <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>	

Facilities Manager Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit		X			
Stand		X			
Walk			X		
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend	X			
	Squat	X			
	Crawl	X			
	Climb	X			
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist	X			
	Turn	X			
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
	Left Foot	X			
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds				
	Up to 50 Pounds	X			
	Up to 100 pounds				
	More than 100 pounds				
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands	YES		YES		
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
	Influence People	X	Relate to Others	X	
Working Environment	YES		YES		
	Indoor	X	Loud Noise	X	
	Outdoor	X	Fumes	X	
	High Temperatures	X	Confined Areas	X	
	Low Temperatures	X	Radiation Area	X	

List any other physical requirements: [type here]

**Disclaimer**

**NAME OF HOSPITAL GOES HERE** does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

\_\_\_\_\_  
Employee-Print Name and Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor-Print Name and Date

\_\_\_\_\_  
Supervisor Signature