

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: FACILITIES DIRECTOR
DEPARTMENT: MAINTENANCE
SUPERVISOR: EXECUTIVE DIRECTOR
CLASSIFICATION: FULL-TIME EXEMPT

POSITION SUMMARY:

The Facilities Director is responsible for and supervises the maintenance, care, and efficient operation of all equipment, furniture, facilities and grounds at all LCTHC facilities; ensuring the maintenance of physical structures, HVAC, mechanical, electrical, and utility systems and facilities grounds are in operative and safe working condition at all times. The Facilities Director will plan, organize, and establish procedures for maintenance, repair and/or replacement of agency buildings, grounds, and systems equipment and ensures that agency is in compliance with all local, state and federal codes and regulations. Plans, directs and supervises departmental and technical aspects of the facility operations related to buildings and grounds maintenance.

ESSENTIAL JOB FUNCTIONS:

Equipment/Furniture/Space Management

- Establishes and maintains a preventative maintenance program for all equipment within the facility with routine documentation of services.
- Ensures facilities and equipment are ready for regular business and special events.
- Coordinates and/or performs space-use analysis, inventory, and similar assessments for facilities.
- Provides recommendations for purchases of new equipment and furniture.
- Ensures assigned equipment is in proper working order and available for use.
- Transport, dispose of, or relocate office equipment and furniture.
- Makes minor repairs to furniture, cabinets and walls

Facilities/Grounds Maintenance

- Ensures all required inspections and certifications by local agencies are maintained and that all building and grounds safety requirements are inspected routinely with proper documentation required in accordance with standards.
- Assesses and monitors facility repairs to ensure cost effectiveness; establishes criteria for repair versus replacement.
- Drafts and implements preventive maintenance schedules for buildings and equipment.
- Obtains bids for repairs and maintenance of equipment and facilities and makes recommendations when replacement or new equipment is required.
- Receives, manages, and processes work order requests; ensures problems are resolved quickly and communicated effectively.
- Coordinates and manages all aspects of assigned projects to ensure timely completion within available budget.
- Ensures timely opening and closing of agency facilities.
- Oversee custodial vendors.
- Ensure roofs have updated inspections.
- Creates, implements, and maintains agency repair and capital improvement budgets; ensures compliance with budgetary constraints; and forecasts and plans facility improvements.
- Plans, develops and prioritizes projects and weekly work plans.

- Coordinates and maintains inventories of maintenance material, supplies and repair parts at required levels by initiating requisitions for purchase and periodically reviewing inventory for proper upkeep at agency's facilities.
- Evaluates long-term needs in relation to major projects and property improvements and develop a five-year plan outlining same in cooperation with relevant consultants designated by the agency.
- Submits monthly report to the Board of Directors outlining status of facilities maintenance including making recommendations on facility related items.
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment
- Maintains current knowledge in the field of facilities management and maintenance; establishes implements and updates facility related policies and procedures.
- Responsible for constant state of readiness to comply with AAAHC, OSHA, Cal OSHA, Life Safety, Emergency Preparedness and any other regulatory agency requirements.
- Responsible for the maintenance and operation of the agency fire alarm systems, fire protection systems and emergency generator systems.
- Supervises the operation and preventative maintenance of HVAC and Lighting Control systems in conformity with safety standards and regulations.
- Responsible for the maintenance of items such as pipes, fittings, valves, drinking fountains, faucets, washers, gaskets, roofs and fencing, pump lubrication, heaters and other equipment proper operation and servicing.
- Makes minor electrical and lock repairs.
- Installs glass windows.
- Engages in minor painting and performing structural repairs. Woodwork and furnishing of buildings.
- Engages in ground maintenance activities such as mowing lawns, trimming hedges, removing weeds, and raking and disposing of leaves and refuse.
- Develops and update technical operations and maintenance manuals as needed.
- Operates trucks, large and small power equipment and tools.
- Handles hazardous chemicals.
- Performs assigned duties in a safe manner.
- Use and keep facility maintenance software up to date.
- Other duties as assigned

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelor's degree in facilities management or equivalent, or five years of experience in facilities management.
- Minimum of 3 years of management experience leading a team.
- Certified Healthcare Facility Manager (CHFM) certification is preferred. Must be willing and eligible to obtain certification if not currently certified within 1 year of hire.
- California Driver License and a good driving record verified by a DMV printout.
- Water Technician Certificate or ability to obtain such certification.
- OSHA safety requirements for medical and dental facilities.
- Demonstrated experience in performing minor maintenance and repair work of buildings, equipment or machinery.
- Knowledge of standard practices of one or more of the building crafts, including materials, tools and procedures.
- Alteration, repair and minor construction of buildings, equipment and facilities.
- Mechanical principles related to motors.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to solve particle problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to write routine reports and correspondence and to participate in the development of a procedure manual.
- Experience setting up and using facility maintenance software.
- Comfortable using computers to generate Purchase Orders and Operate a Service Ticket Request system.
- Ability to speak effectively before groups of customers and employees of the organization.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and volume.
- Speak, read and understand sufficiently to successfully receive/provide information to and from supervisors, co-workers, the public, etc. Ability to follow oral and written directions.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 5% of time is spent working at a desk. Balance of time (approximately 95%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses ground equipment such as edgers, mowing equipment, hedge trimmers, clippers, and sprayers. Uses cleaning materials and equipment such as vacuum, carpet shampooer and other maintenance equipment as needed to perform job duties. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date