

Northwest Colorado Health

Facilities Manager

General Statement of Duties:

An exempt position that will be responsible for maintaining and directing the overall operation of the Agency's maintenance department which is responsible for the buildings, grounds, vehicles, and equipment in accordance with federal, state, and local standards. This position is critical in ensuring that safety risks are identified and addressed.

Supervision Received:

Reports to the Chief Operating Officer.

Supervision Exercised:

Coordinates work to be completed with designated contractors or outside entities.

Essential Functions:

- I. Oversees all activities related to the maintenance and care of Agency facilities, equipment, and vehicles.
 - Performs minor maintenance and designated repairs or upgrades to facility.
 - Manages the ongoing maintenance and repair of Agency facilities (exteriors and interiors), building equipment, and grounds.
 - Oversee cleaning of facilities to ensure that they are clean, safe, sanitary, and conducive to the delivery of patient care.
 - Schedule and oversee the necessary daily repairs to equipment and facilities and/or secure contractors or vendors, as necessary.
 - Regularly scheduled vehicle maintenance, as necessary and management of utilization.
 - Coordinating building security and maintenance services.
2. Participates in designated safety and performance improvement activities.
 - Participates in maintaining a safe work environment for all employees.
 - Ensuring all utility systems are inspected and in accordance with regulations.
 - Coordinating all maintenance issues and schedules.
3. Participates in planning of current and future facility planning.
 - Assists and coordinates with supervisor or designated Directors on assigned project including repair, construction, and renovation.
 - Preparing cost estimates for moves and equipment.
 - Coordinating with building contractors.
 - Negotiating bids and contracts for third party workers and other contractors.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High school degree; bachelor's degree in engineering, facilities management, business management or related field preferred. Certification in facilities management a plus.

Experience:

Previous experience in maintenance supervision or related field.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$100,000 and valid Colorado driver's license.
2. Ability to physically stand, bend, squat, and lift up to 25 to 30 pounds.

Skills, Knowledge & Abilities:

1. Skill in exercising independent judgment.
2. Project management skills
3. Skill managing contracts with contractors and subcontractors.
4. Skill in establishing and maintaining working relationships with coworkers and vendors.
5. Ability to communicate clearly and effectively.
6. Ability to promote a positive team attitude.
7. Ability to competently use Microsoft Office including Word and Excel.
8. Knowledge of or ability to find federal, state, and local building standards, codes, and requirements of regulatory agencies.
9. Knowledge of or ability to find safety practices and hazardous conditions to provide a safe work environment.

Equipment:

1. Daily use of telephone, copier, computer, and other office equipment.
2. Use of basic construction tools.

Working Conditions:

1. Position is in a well lighted, accessible office environment, and involves walking, standing, sitting, bending stooping, twisting, turning, reaching overhead, pushing, pulling, and balancing.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____

Date: _____