



Job Documentation

JOB TITLE: Facilities Manager	JOB CODE: 888
DEPARTMENT: Plant/Human Resources	STATUS: Exempt
SUPERVISES: Plant/Housekeeping	ADDENDUMS: NA
REPORTS TO: Human Resources Director	EFFECTIVE DATE: January 2021
	REVISED ON: TBD

PRIMARY FUNCTIONS

The Facilities Manager is responsible for the operation and maintenance of the organization's buildings, equipment, and grounds. Supervises the installation, operation, and maintenance of heat, power, light and other service utilities. Reports to a support services director. Develops and implements a management by objectives system for the operation of the physical plant work force which includes building maintenance, grounds, utilities, housekeeping services, vehicle management, and basic architectural

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High school diploma or general education degree (GED) Required
- Bachelor’s degree in engineering, facilities management, business management or related field preferred
- 2-3 years management experience preferred
- 1-2 years job related experience preferred

Certificates, Licensure, Registrations

- First Aide/CPR Certified

GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct



- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

SIGNIFICANT DUTIES

- Planning building maintenance and operational programs
- Managing all vendor contracts
- Ensuring the efficiency of all building systems
- Coordinating site safety programs
- Preparing operating reports and budgets
- Maintaining a safe work environment for all employees
- Ensuring all processes and compliance programs are met
- Managing facilities planning and space allocation
- Preparing cost estimates for moves and equipment
- Coordinating with department heads and building contractors
- Managing maintenance of grounds
- Ensuring all utility systems are inspected and in accordance with regulations
- Negotiating bids and contracts for third party workers
- Coordinating building security and maintenance services
- Managing and supervising all facilities personnel
- Overseeing all building functions
- Coordinating all maintenance issues and schedules
- Preparing and filing reports with government and regulatory authorities including environmental permitting
- Prepares operating budget and monitors expenditures
- Directs planning and project developments for assigned projects



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date