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Twin Bridges Clinic

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FACILITIES DIRECTOR

Basic Function: The Facilities Director is responsible for overall maintenance of the facility and properties, and is also designated as the facility "Safety Officer".

Reports to: Administrator

Qualifications:

1. Four years of maintenance and safety experience;
2. Valid Montana Driver License;
3. Montana low pressure boiler license; or ability to obtain within 6 months.
4. Demonstrated knowledge of heating and cooling system;
5. Knowledge of electrical, painting, minor door repairs, plumbing, bed repair, and laundry equipment repair;
6. To demonstrate knowledge of safety-related occupational training as well as local, state, and federal safety regulations;
7. Required excellent management and human relations skills;
8. Must possess and demonstrate good communication, leadership and organizational skills;
9. Must maintain a positive attitude and effectively communicate and encourage cooperation and teamwork among all staff;
10. Requirement to have sufficiently good vision, near and far, as well as to be able to hear within good range, conversational voices.
11. Must be able to lift at least 50 pounds and have no physical limitations, which would limit the ability to perform the essential functions listed below and as directed.
12. Must have basic computer knowledge and skills.

Healthcare centered around you.

Essential Functions: Maintenance:

1. To participate in planning and budgeting for maintenance department and provide guidance for other departments as requested;
2. Ensure that Maintenance Department complies with budgetary guidelines as communicated by Administrator;
3. To confer on a daily or as needed basis with the Administrator regarding maintenance needs including recommendations for purchases and equipment;
4. To make any (or make appropriate arrangements for) repairs to the facility that are necessary;
5. To maintain and repair all equipment in the facility;
6. Performs electrical work to repair or replace electrical motors, electrical equipment, control devices, light fixtures, etc.;
7. Performs carpentry work in constructing repairing or installing countertops, cabinets, benches, partitions, floors, doors, building frames and trim;
8. Performs painting work by preparing the walls, doors, and exposed surfaces for painting and by painting those areas using any combination of brushes, rollers or spray guns;
9. Develop a facility preventive maintenance program for all equipment and the facility that complies with accepted standards and practices.
10. Performs preventive maintenance on all items of equipment and facility as indicated by facility preventive maintenance program;
11. To ensure that the facility is in compliance with all Life Safety Code rules and regulations including, but not limited to; holding fire and other drills, checking fire extinguishers, and keeping accurate records as required by the preceding;
12. To perform the following:
 - Snow removal (including maintaining all walkways in an ice-free condition);
 - Lawn care (to include fertilizing, watering, and appropriate shrubbery, plant and tree care);
 - Taking the garbage to the dump (as needed), and driving vehicle when requested;

13. To assist with housekeeping (and floor care when requested (waxing, buffing, etc.);
14. Helping with activities, and helping in other areas when needed;
15. To maintain sound customer service principles and to respond to and adequately resolve complaints and/or concerns of residents, staff and family members with regard to maintenance and safety;
16. To perform all other duties as assigned by the Administrator;

Safety:

1. Develops, implements, and monitors facility safety management programs based on evaluation of organizational expertise, applicable law, regulations, and accepted practice; ensures that the facility complies with all federal, state and local safety requirements;
2. Serves as safety officer responsible for directing the ongoing organization-wide process to collect information about deficiencies and opportunities for improvement;
3. Assists with the management of the Facility Workers Compensation Program to reduce claims and premiums;
4. Prepares and submits reports as required by facility and outside regulatory agencies;
5. Serves as Safety Committee Chair; consults with staff on a wide variety of safety issues, policies, and concerns including waste management, hazardous material control, and security issues (as requested);
6. Implements with appropriate staff; Safety Committee recommendations, and monitors the effectiveness of the recommendations;
7. Develops, implements, and monitors safety and training programs;
8. Maintains training records for the departments; ensures that appropriate training is given for critical staff and regulatory compliance (as requested);
9. Develops and conducts formal training programs for the facility in a variety of areas, associated with staff safety, facility environment, disaster preparedness, emergency preparedness, and any new programs or regulations;
10. Responds to employee safety concerns by examining safety issues, preparing corrective actions and ensuring appropriate follow-up;
11. Oversees and ensures compliance with safety certification aspects associated with regulatory agencies not met by other departmental positions;

12. Is involved with the training of staff to operate equipment in a safe manner in accordance with specific standards, procedures and policies (lifting of devices, etc.)
13. Serve as a resource to other departments in developing safe working habits and maintaining a safe working environment (as requested by Department Head);
14. To perform all other duties as assigned by the Administrator;

***** The above list of essential functions for maintenance and safety is not exhaustive and may be supplemented.

Problem Solving, Maintenance:

Challenges encountered in this position may include trouble shooting, problems involving secondary heating sources, air cooling, electrical, plumbing, and carpentry difficulties to determine whether the incumbent can handle repairs or whether the repairs will need to be made by an outside source. Other problems may center around the keeping of accurate records as to what work has been completed, when it was completed, and by whom, and making sure parts on hand in order to complete preventive maintenance schedules.

Problem Solving, Safety:

This position has the authority to intervene whenever conditions exist that pose an immediate or potential risk to life, health, or damage to equipment or buildings and to take corrective action as necessary. The incumbent coordinates and monitors the activities of the facility Safety Committee, to ensure program development is in compliance with applicable policies and procedures as well as local state, and federal regulations. Policy, procedure, and precedent as related to safety issues are developed with input from facility staff and Department Heads and recommended by this position is actively involved in the Facility Workers Compensation Program to reduce claims and premiums.

Comments:

This position has potential facility-wide budgetary impact including Workers Compensation costs as related to safety related programs/projects as well as through ensuring compliance with all safety policies and procedures and local, state, and federal safety regulations.

The incumbent is on-call 24hrs/day, 7 days/week to respond to emergencies unless the Administrator has approved other arrangements.

My signature below indicates that I have read the above and agree to perform all job duties of this position to the best of my ability. In the event that I am unable or unwilling to perform all job duties of this position, I will contact my manager.

Physical Requirements:

- Ability to lift up to 50+ pounds
- Physically able to shovel snow and perform heavy lifting in extreme weather conditions
- May be required to work early mornings, late evening, and/or weekends
- Be available for “on call” snow/ice removal during extreme weather conditions
- Must be able to bend, lift, push, and pull
- Standing and walking for long periods of time
- Must be able to operate lawn maintenance and snow removal machinery

Signature: _____

Date: _____

Print Name: _____