POSITION SUMMARY

The Facilities Manager provides leadership and direction to the Facilities departments including plant operations, clinical engineering, security and grounds keeping. The Manager will plan, organize, direct and control the following functions: planning, construction oversight, renovation and remodeling, plant operations and maintenance, environmental safety, grounds and equipment. The Manager will implement and manage the utilities and building management systems management plan including testing and inspection and meeting all regulatory requirements for the buildings. In this role, the Manager will develop and implement a quality improvement plan for the facilities departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Develop, implement, administer and modify programs to maintain the physical plant, grounds and equipment of the hospital through effective utilization of personnel and materials
• Plan, organize, manage and supervise the functions and activities of facilities management, engineering, loss prevention, clinical engineering and safety
• Oversee the environment of care/safety program for the hospital
• Establish and implement policies and procedures for the facilities departments
• Establish staff orientation and education; training and competencies and performance reviews
• Establish a computerized preventive maintenance program for repair and maintenance work to maintain the physical plant while minimizing disruption to hospital operations
• Serves as liaison to County of Los Angeles Internal Service Department in management of the campus central plant facilities
• Serve as a liaison to shared service departments
• Serve as a liaison to the LA County Sheriff’s Department for coordination of Security Services
• Develop and manages an operational budget and productivity targets
• Establish annually a set of goals and objectives
• Maintain facilities departments in regulatory survey readiness
• Maintain appropriate records and statistics for administrative and regulatory purposes
• Recommend capital and facility update projects to maintain the facility in optimum condition.
• Prepares capital project budgets inclusive of contractor selection, bid review process, risk assessments and on site management
• In conjunction with other campus entities, maintain and enforce a parking control program
• Promotes a culture of patient safety
• Manages warranties, guarantees and service agreements for hospital equipment
• Takes an active role in the “Fit Up” process for the new hospital facilities

POSITION REQUIREMENTS

A. Education
   Minimum: High School Graduate with experience commensurate with job requirements
   Preferred: Bachelor’s degree in mechanical engineering or equivalent experience

B. Qualifications/Experience
   Minimum of five (5) years hospital engineering, plant operations, plant maintenance at facilities management level
   Experience in hospital project and construction management in a hospital of like size in a safety net
   Experience with a new or start up hospital facility preferred. Experience is progressive and increasing scope of responsibility with demonstrated success
   Safety Officer experience a plus
C. **Special Skills/Knowledge**

OSHA certification will be required. Selected candidate will have six months to complete this certification. Must have knowledge of and experience with healthcare regulatory agencies including Joint Commission as well as CCR Title 22 and Title 24. Ideal candidate also has knowledge of building operating systems, heating, air conditioning and ventilating systems and OSHPD. The ability to work collaboratively with multiple facilities to reach a common goal in critical to the position.