

Alzheimer's Community Care, Inc.

Position Title: Facilities Manager
Supervisor: Vice President of Finance
Department: Fiscal
Status: Exempt
Effective Date: March 8, 2019

Position's Major Responsibilities: Maintain the buildings and grounds of all owned and leased facilities for cleanliness and safety. Develop and implement planning, budgeting and overseeing the upkeep of properties and any renovations. Perform basic repairs and scheduled maintenance; coordinate and oversee contractor repairs and maintenance; and maintain a clean, safe and orderly facility to ensure efficient use by staff. Manage security operations involving the safety and security of all company property and premises. Prepare and implement prescribed actions during emergency situations.

Position Responsibilities:

1. Performs highly diversified duties daily for the maintenance and repairs of the Organization's facilities and equipment - diagnoses problems, generates solutions, and implements corrective action.
2. Develops and maintains schedules for preventative maintenance, equipment replacement, and renovations with projected timetables and costs while completing most inhouse.
3. Develops and maintains a comprehensive listing of vendors who will perform major repairs; utilized leased spaced vendors as required by lease agreements; inspects vendor progress
4. Where applicable, acts as a liaison with Leadership and landlords for the performance of repairs.
5. Maintains the facilities to be in a clean, safe and orderly by performing monthly inspections notating any subjects that compromise the facilities, staff, patients, and guests. Oversees and inspects contractor activities that affect these areas (*e.g.* pest control, cleaning services, alarm and security services) verify all business and safety license are valid.
6. Orders, tracks/verifies and delivers all locations are adequately supplied with the necessary inventory.
7. Develops, suggests and maintains policies and procedures to ensure a smooth and safe operation through the year of the Maintain current Comprehensive Emergency Management Plans (CEMP) for each facility and secure the appropriate county emergency management authority. Assists in the preparation and implementation of the Emergency Preparedness and Recovery Plan.
8. Maintains an accurate inventory record of assets; places asset tags on required furniture, fixtures or equipment; oversees the disposal of damaged or retired assets; and completes an annual inventory.
9. Develops and implements the coordination of building space, layout, and expansion; prepares all meeting spaces for their conference; and moves equipment and furniture within the facilities.
10. Trains new employees on emergency lights/fire extinguisher use.
11. Prepares expense reports with proper classification to insure the appropriate location is credited with the expense.
12. Directs and manages any facility emergencies, when necessary.

13. Performs all duties as assigned during disaster related events.
14. Performs other duties as assigned and requested.

Supervision Received: This position requires limited supervision and is evaluated for his/her performance and outcomes annually or when needed. Successful outcomes include excellent customer service and follow-up and follow-through. Day to day oversight is not required.

Position Relationships:

Staff & Volunteers: Works closely with other staff and management on a daily basis and occasional contact with volunteers.

Government: May work closely with, state, county, municipal government personnel for regulatory requirements and compliance.

Public: Primarily telephone and written correspondence with numerous vendors, and occasional meetings with vendors and company representatives.

Work conditions may include, but are not limited to:

1. Lift at least 50 lbs;
2. Walking or standing 50% of the time, sitting 25% of the time and driving 25% of the time;
3. Being on-call and the ability to work during nonstandard hours when the need arises;
4. Works with frequent interruptions;
5. May be exposed to offensive odors;
6. During emergency conditions, may be exposed to long working hours; and
7. On call weekends or evenings due to operational and security emergencies.

Position Requirements:

Education: Minimum of a Post-Secondary Adult Vocational (PSAV) certificate/degree in Facilities Maintenance, Mechanical, Electrical or Industrial Engineering from an accredited school; Associate's degree preferred. 10+ years of relevant work experience can be substituted for PSAV certificate/degree.

Experience:

Minimum of 5 years of experience managing facilities and maintenance activities with multiple locations; and at least 3 years direct experience working in a professional, office setting.

Essential Job Requirements of Position:

1. Must portray a positive and professional manner at all times;
2. Must possess and maintain valid Florida driver's license with no fines or restrictions;
3. May require work in excess of scheduled days/hours as business needs dictate;
4. Must possess the ability to lift up to 50 lbs. with frequent lifting and carrying of office and day care supplies;
5. Must be able to crouch, bend and kneel for extended periods of time;
6. Must be knowledgeable in the use of all office equipment and telephone system;
7. Must travel to other sites in tri-county area and vendor locations;
8. Must possess safe and valid driver's license, current automobile insurance and reliable transportation; and
9. Must maintain high levels of confidentiality regarding financial, business operations and patient information.

Skills/Qualifications:

1. Must be able to establish positive and productive working relations with all staff, management, and volunteers;
2. Must have excellent customer service skills, strong organizational and time management skills, be dependable, responsive, and possess high integrity;
3. Must possess various computer skills (e.g. Word, Outlook, Excel);
4. Must possess ability to read and interpret operations and safety manuals, analyze and apply basic troubleshooting and repair techniques on equipment;
5. Must be able to work independently, but maintain close communications with the Vice President of Finance;
6. Must be analytical, detailed oriented and have excellent judgment skills;
7. Must demonstrate the ability to work under pressure and to meet deadlines;
8. Must be able to present a professional and courteous demeanor to all visitors and vendors on behalf of Alzheimer’s Community Care;
9. Must have strong oral and written communication skills;

Resources Provided by ACC for Position:

1. Business Cards
2. Professional Name Tag
3. Keys to Buildings
4. Alarm Code(s)
5. Cellular Telephone
6. Mileage Reimbursement
7. Company Credit Card

I have fully read and understand the requirements of the aforementioned job description. I agree that, as a condition of my employment, I will maintain confidentiality regarding all patient and consumer records and Alzheimer’s Community Care CC financial issues that may come to my attention. I also agree that, as a condition of my continued employment, I will avoid all relationships, practices, and/or situations which present a conflict of interest. I understand that this job description is not intended and is not construed as an all-inclusive list of my responsibilities, skills, efforts, or working conditions associated with this position.

Employee Signature

Date

Print Name

Employment date

Supervisor’s Signature

Date