



<b>Facilities Manager</b>	
<b>Department: Account Management</b>	<b>Status: Full-time Exempt</b>
<b>Location: Chicago, IL 60641</b>	<b>Reports to: Service Delivery Manager</b>
<b>Supervises: N/A</b>	<b>Last Reviewed Date:</b>
<b>HR Review and Approval Date:</b>	<b>Effective Date:</b>

**Position Summary:** The Facility Manager for the assigned Health Care Facility oversees the overall grounds and facility maintenance services while managing a team of maintenance workers who perform various maintenance and repair tasks within the health care facilities. This individual will act as a liaison between the health care administration and the maintenance worker, ensuring that tasks are completed on time, to specification, and in compliance with health care industry regulations.

**Essential Duties and Responsibilities include the following, but are not limited to:**

**Supervisory Responsibilities:**

- Manage and supervise the team of maintenance workers responsible for maintaining the facility, including task assignment and performance reviews.
- Oversees the daily workflow, scheduling, and assignments of work assignments.
- Conducts performance evaluations that are timely and constructive.
- Act as the primary point of contact between health care administration and maintenance workers.
- Review and approve payroll for all workers for weekly payroll.

**Project Management:**

- Ensure all maintenance and repair activities are in compliance with healthcare laws, policies, and regulations.
- Collaborate with other departments to facilitate maintenance activities without disrupting patient care.
- Evaluate and manage the performance of contractors and vendors.
- Coordinate with suppliers for the timely procurement of parts and supplies.

**Preventive Maintenance and Safety:**

- Develop, implement, and maintain preventive maintenance programs for the facility.



- Conduct regular walk-throughs and audits of the facilities to assess the quality of work and identify areas for improvement.
- Oversee the overall safety of work being conducted through walk-throughs and safety inspections.

#### **Finance and Reports:**

- Adhere to internal accounting best practices, creating purchase orders and seeing appropriate approvals before work begins.
- Prepare and manage the budget for the maintenance workers, including labor costs, equipment, and supplies.
- Ensure timely reporting in our production software in a timely manner. This includes, but is not limited to contracts, work orders, service times, pictures of services and weekly reports.
- Provide regular reports and updates to the Service Delivery Manager.

#### **Qualifications including Knowledge, Skills and Abilities:**

Proven experience as a Facility Manager supporting a multi site location. Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management. Knowledge of healthcare compliance and regulations. Strong leadership skills. Exceptional communication and interpersonal skills. Proficient in Microsoft Office Suite and facility management software.

#### **Motor Vehicle:**

Ability to provide a valid Driver's License and conduct a motor vehicle background check.

#### **Background Check:**

Ability to submit to a Federal Fingerprint Background Check for clearance to work at healthcare facilities, per client requirement.

#### **Education and Experience:**

Minimum of 5 years of management experience, preferably in facility management.

#### **Language Skills:**

Bilingual Spanish preferred.

#### **Physical Requirements:**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 50lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Name (print name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_