



Director of Facilities

Job Code: DIR - 128
Revision Date: Dec 21, 2018

Salary Range:
\$36.48 - \$59.68 Hourly
\$2,918.40 - \$4,774.40 Biweekly
\$75,883.00 - \$124,137.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to coordinate, organize, plan and direct all activities concerned with the upkeep and maintenance of the Emergence Health Network facilities and fleet that may be assigned. Utilizes judgment in adapting and applying existing guidelines.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Establishes and monitors preventive maintenance and scheduled maintenance programs for responsible activities in EHN facilities.
- Coordinates daily operations, preventive maintenance and repairs to both hardware and software of PC-based energy management systems.
- Provides technical guidance and develops specifications for new and replacement equipment and for services requested of contractors.
- Establishes and monitors safety procedures of assigned staff.
- Prepares reports and correspondence as required.

- Compiles facility information to be used in conjunction with performance measurements, budget preparation, equipment request, and facility repair.
- Ensures that all assigned Emergency Health Network facilities comply with standard building and safety codes.
- Administers assigned contracts for facility related functions to include leases for assigned facilities
- Oversees general cleaning work as needed to maintain facilities.
- Inventories and maintains equipment and supplies.
- Develops and enforces policies and procedure, participates in safety training and educates staff, inspects work areas, equipment, and work activities for hazards.
- Maintains effective fleet management system.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires Bachelor's Degree in Construction, Construction Management, Engineering or related major supplemented by four (4) years of experience in building maintenance, facilities management, building construction or related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of the fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment)

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.

Special Certifications and Licenses

- Requires OSHA 501 Facilitator License for 1910 (construction) and 1920 (general industry).
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.