



## Facilities/Maintenance Manager

The following is a description for the Facilities/Maintenance Manager position for Rolling Hills Clinic.

**REPORTS TO:** COO; In the absence of the COO, reports to the CEO

**SUPERVISES:** Transportation Manager, Facilities/Maintenance Employees

### **JOB SUMMARY:**

Plans, directs and supervises the transportation, maintenance, janitorial, and grounds keeping services. Ensures that the Clinic vehicles, equipment and mechanical systems function properly, are properly operated, and are clean. Plans, assists and directs facility construction projects.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans, directs, and supervises the activities of the public works department including, grounds maintenance, janitorial and transportation, and preventive maintenance programs.
- Develops and administers short and long-range plans for construction remodeling, and modernization of facility. Project administrator for all construction projects.
- Performs facility maintenance and minor repairs as well as public works manager functions.
- Prepares and recommends operating and capital budgets and controls expenditures within those budgets.
- Plans, directs and supervises the purchasing of all supplies, equipment and services.
- Keeps informed on federal and state rules and regulations affecting the clinic facilities.
- Selects, hires, trains, evaluates, and terminates employees.
- Ensures quality of facility meets all set standards.
- Assists in repairing and maintaining physical structure of establishment.
- Assists in installing items that deal with all functions of the clinic operations.
- Delivers and picks up parts, equipment and supplies from storage and vendors.
- Moves furniture, equipment and supplies.
- Assembles repairs and maintains office furniture.
- Responsible for the safety of employees, including training, OSHA compliance, etc.
- Other duties as assigned

### **EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

Bachelor's degree in a related field and five years' experience specializing in maintenance of a commercial facility or medical clinic; or equivalent combination of education and experience directly related to facility/medical clinic property maintenance Knowledge/experience with carpentry, drywall, painting, plumbing, electrical and/or HVAC systems. Knowledge/experience with chemicals and equipment used in the building maintenance trade. Knowledge of safety measures associated with the building maintenance trade. Must possess a valid California Driver's License.

### **COMPETENCIES:**

- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.
- Technical Skills – Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.

- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to request for service and assistance; meets commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas and try new things.
- Oral Communication – Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; demonstrate group presentations skills; participate in meetings.
- Written Communication – Write clearly and informatively; edit work for spelling and grammar; vary writing style to meet needs; present numerical data effectively; ability to read and interpret written information.
- Teamwork – Balance team and individual responsibilities; exhibit objectivity and openness to others' views; give and welcome feedback; contribute to building a positive team spirit; put success of team above own interests; ability to build morale and group commitments to goals and objectives; support everyone's efforts to succeed.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions, technical procedure manuals or government regulations. Ability to write reports, business correspondence and policy/procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch; or crawl and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must regularly lift and/or move 15 to 25 pounds, frequently lift and/or 25 to 50 pounds, and occasionally lift and/or move, push, or more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions including wind, rain, heat and cold. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.

*Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.*

**INDIAN PREFERENCE:**

Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, Rolling Hills Clinic is an equal opportunity, affirmative action employer and does not discriminate in employment based on race, color, religion, gender, national origin, age, disability, or sexual orientation.

**FLSA STATUS:** Exempt

**DATE OF LAST REVIEW / REVISION:** October 2016

**ASSIGNED SITE:** Corning and Red Bluff

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Signature

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Date