HOSPITAL FACILITIES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the management and coordination of work projects for the construction, renovation and ongoing maintenance of the buildings of Westchester Medical Center, Taylor Care Center and the Maria Fareri Children’s Center. Work involves the management of actual construction activities in coordination with architects, engineers, contractors, and subcontractors. Responsibilities include the regular inspection of facilities for repair and maintenance purposes, the planning of work required, and estimates of material costs and man hours required. Liaison is maintained with all departments to ensure that their support service needs are met in these areas. Work is performed with considerable independence in accordance with prescribed rules and regulations. Administrative supervision is exercised over maintenance staff in the Department of Facilities Management. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns personnel and material resources to maintenance and repair projects, using all building trades;

Administers and monitors service contracts to ensure work is properly performed and processes claims for payment;

Supervises work of contractors in connection with the maintenance and improvement of buildings and building facilities;

Orders equipment and materials for Division;

Conducts periodic inspections of buildings, evaluates the complexity of any needed repairs to determine best solution, projects job cost, and oversees the implementation of approved procedures to ensure the ongoing efficient operation of assigned buildings;

Maintains ongoing relationships with all department units to keep abreast of their service needs and to be able to anticipate problems before they become crisis situations;

Supervises and trains staff in the approved practices and procedures for proper facility maintenance and in the implementation and observance of all approved safety procedures to ensure compliance with existing safety regulations;

Conducts performance appraisals, maintains time and attendance records and handles disciplinary problems of assigned building service staff.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.
REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques, procedures and processes used for the efficient operation of building services; good knowledge of construction practices; good knowledge of the principles and practices of supervision; ability to establish effective working relationships with professional, technical, management and clerical staff; ability to prepare evaluation reports; ability to meet emergency situations; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; good judgment; initiative; resourcefulness; integrity; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor’s Degree* and four years of experience where the primary function of the position was supervisory experience in building operations**.

SUBSTITUTION: Possession of a Bachelor’s degree* in civil, mechanical or electrical technology, building construction, engineering, architecture or related field or possession of a license as a Professional Engineer in New York State may be substituted for one year of the experience listed above.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

**NOTE: For this purpose, building operations is defined as the general maintenance and repair of buildings which must have included oversight of renovation projects in buildings and which must have involved application of one or more of the building trades (i.e. carpentry, plumbing, electrical, heating, ventilation, air conditioning) in the course of work.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.