

SENIOR VICE PRESIDENT FOR FACILITIES MANAGEMENT AND BUILDING OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for directing, controlling, and coordinating, through subordinate managerial and supervisory personnel, the administrative functions of the hospital in relation to the planning, development, construction, building operations, and maintenance of clinical and non-clinical structures and facilities at the Medical Center including the Taylor Care Center, Maria Ferrari Children's Hospital, and Westchester Institute for Human Development. Responsibilities include developing and implementing policies and operational practices, and coordinating and promoting the common activities of all constituent components in order to ensure that operational goals are achieved efficiently and effectively. This position is also responsible for identifying potential or existing risks or liabilities relating to construction or maintenance of general and specialized structures, making appropriate recommendations to ensure safety of patients, employees, and visitors and compliance with applicable state, local and federal standards and specifications. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administratively responsible for assuring that assigned services are in compliance with all standards and regulations set forth by the Joint Commission on the Accreditation of Hospitals (JCAHO), New York State Department of Health, and any other regulating agencies;

Provides professional services on projects for the design, development, construction and alteration or installation of hospital facilities, buildings, and equipment;

Monitors construction progress, ensuring that costs, timing and contract requirements are followed;

Maintains total administrative responsibility and develops operational systems which ensure the optimum utilization of Center facilities;

Develops feasibility studies and initial cost and time estimates for review;

Coordinates with hospital departments to review design changes, equipment specifications, substitutions, etc.;

Directs and implements purchasing of capital and non-capital equipment and supplies;

Oversees construction, equipment installations, and renovation and redesign projects;

Investigates and resolves problems arising from construction or changes in existing buildings;

Develops, recommends and participates in the formulation of policies and procedures for facilities operation at Westchester Medical Center and implements approved hospital policies;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Plans, develops and implements use of new facilities to maintain a high level of care and safety in provision of specialized services;

Develops and implements operational procedures and practices to integrate services, ensure quality care and eliminate duplication;

Works with all levels of Medical Center staff and maintain sites for specialty services as well as innovative programs available at the Medical Center;

Develops, implements and evaluates programs and activities in concert with the New York Medical College;

Develops long range strategic plans consistent with the Medical Center's mission, modifies as necessary and ensures implementation;

Implements and monitors the Center's utilization of resources to minimize the risks of loss and recommends corrective or preventative measures where necessary;

Identifies causes of incidents and implements procedures to promote safety and reduce risk;

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

Accesses 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: Comprehensive knowledge of the principles and practices of hospital administration; thorough knowledge of the functions of each division of the Westchester Medical Center; thorough knowledge of the principles and practices of maintenance and engineering specific to the construction, maintenance, and repair of clinical and non-clinical building facilities and specialty structures and equipment; good knowledge of the mechanical and business trades; ability to oversee multiple sites and multiple ongoing construction projects and ensure optimum use of manpower and resources; ability to delegate responsibility and exercise control; ability to budget resources and work within budgetary limitations; ability to establish and maintain working relationships with personnel on all levels; ability to prepare and present effective reports verbally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; thoroughness and initiative to follow through on projects to completion within established schedules; tact; sound, mature, and professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience where the primary function of the position was in a management capacity in a hospital or health care facility, responsible for facility and building operations, including overall responsibility for budgeting, project planning and scheduling.

SUBSTITUTION: Possession of a Master's Degree* in Hospital Administration, Business Administration, or Public Administration may be substituted for one year of the above stated experience.

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.

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Job Class Code: E0833
Job Group: XIX