

# T.H.E. CLINIC, INC.

## JOB DESCRIPTION

**POSITION:** FACILITIES MANAGER  
**DEPARTMENT:** Operations  
**REPORTS TO:** Chief Operations Officer  
**STATUS:** Full-Time, Exempt

### **POSITION SUMMARY:**

Assists with monitoring of the Environment of Care/Safety Management Program written plans. Plans and directs the activities and ensures that those activities are performed and documented in accordance with appropriate Joint Commission standards and requirements, codes and legislation. Support Safety/Security and Emergency functions, Hazardous Materials and waste, Utility and Equipment Management.

Responsible for coordinating, planning and scheduling of facility management, and maintenance services at all sites including the mobile clinic. Responsible for all clerical functions including typing, filing, correspondence, reports, committee minutes and computer management in accordance with the philosophy, goals and objectives of T.H.E. Clinic, Inc.

### **Essential Duties and Responsibilities:**

1. Supervise the Housekeeper(s), Utility Clerk, and facilities contractors.
2. Coordinates the clinic's overall safety program so that it complies with Federal, The Joint Commission, State of California, and the City of Los Angeles requirements and regulations.
3. Oversees and schedules services so that all systems are inspected and maintained in accordance with regulatory and statutory requirements to include all fire protection and monitoring systems; e.g. fire alarm system, fire extinguishers, fire hoses, and sprinkler systems.
4. Responsible for scheduling and coordination of Safety Surveys. Responsibilities include coordinating surveys, receipt of survey reporting, and coalition of survey deficiencies. Reports safety related data and issues Safety Committee. Functions as the Safety Officer.
5. Records and tracks the business of the Safety Committee. Acts as recording secretary for the Safety Committee and the Engineering Department. Schedules meetings and takes minutes; distributes minutes in a timely manner.
6. Develops monthly and annual reports for the EOC Safety Committee such as recall warning alerts, safety inspections, fire drills, generator reports, internal and external disaster drills, and indoor air quality monitoring.
7. Performs as a member of groups assigned tasks during emergencies such as fires or disasters.
8. Prepare for audits and site visit.
9. Serves as host to personnel performing mandatory inspections to include the Fire Department, Fire Marshall, Insurance Groups, etc.
10. Adheres to safety standards of the department by using proper safety equipment. Inspects department area(s) to ensure compliance with fire prevention and safety standards.
11. Serves as liaison with the Department of Public Health Facility Administrator in collaboration with the COO.
12. Functions as the primary point of contact for Environment of Care. Handles complaints, requests, and responds to general questions from patients, physicians, and visitors, nursing staff, employees, clinic executives, vendors and contractors. Refers calls to appropriate persons, follows up and initiates appropriate paperwork as required. Promotes positive customer service.
13. Designee to the CCALAC Disaster Preparedness Committee and safety committees of partnering agencies.
14. Coordinates staff trainings.
15. Coordinates and schedules required hydrostatic testing to ensure proper certification.
16. Assigns basic work orders to staff as needed, and files completed work orders.
17. Types interdepartmental memos, purchase orders, department minutes and other reports and correspondence.
18. Coordinates or assists in coordination of the selection of facility service vendors for timely, preventive and emergency maintenance.
19. Requisitions, purchases, receives, stores, distributes, maintains and inventories operating supplies and equipment.
20. Applies, maintains and properly files all Maintenance and Engineering licenses, certificates and insurances.
21. Verifies that payroll system entries are correct and makes manual corrections on a daily basis.
22. Develops, revises and updates all department and Committee policies and procedures as required.
23. Develops and presents monthly reports to the Quality Improvement Committee.

24. Communicates, cooperates and performs related duties with other members of clinic staff in a courteous and efficient manner to achieve overall hospital goals and objectives.
25. Observes safety rules and regulations at all times.
26. All other duties as assigned.

### **Education and/or Experience Requirements:**

- Must have current driver's license.
- Graduation from high school or equivalent, with training or experience in safety.
- Knowledge of clinic related occupational hazards and proper safety procedures.
- Knowledge of Emergency Management and OSHA standards.
- Knowledge of Life Safety Codes to include Incident Command System, Fire Safety Systems, City Fire Codes.
- Knowledge of Computer base programs to perform job as required.
- Obtain Department of Transportation Certificate in Medical Waste Transport within 30 days of hire.
- Must possess professional attitude and be proficient in oral and written communication skills.
- At least three years of progressively responsible, complex administrative secretarial experience.

### **Preferred Education, Licensure, Certification, Experience, Skills, Knowledge and Abilities:**

- Typing, dictation, computer skills and good telephone manners.
- Computer literate, specifically with Microsoft Office, Word, Excel, Access, and PowerPoint.
- Comprehension of modern office practices with proficiency in Business English/Spelling.
- Excellent clerical and secretarial skills required.
- Ability to understand and follow quickly and accurately brief oral and written instructions.
- Ability to communicate effectively in a clear and concise manner.
- Knowledge of work-related occupational hazards and proper safety precautions.
- Knowledge of techniques and practices of work standards, techniques and general practices necessary to comply with Joint Commission and T.H.E. Clinic, Inc. requirements.
- Ability to prioritize assignments.
- Ability to guide and direct others in the completion of assigned tasks and through effective communication motivate and secure the cooperation of assigned staff.
- Ability to manage limited resources and meet deadlines and timeframes.
- Ability to solve problems, resolve personnel issues and establish effective working relationships.

### **Physical Demands**

The physical demands 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, walk, talk and hear. The employee is occasionally required to stand; use hands to handle or feel objects, tools, keyboard, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.