

## Job Description



**Job Title:** Facilities Manager  
**Location:** Laramie  
**Department:** Facilities  
**Report To:** Director of Finance/CEO

### Job Summary:

Direct and/or perform cleaning, inspecting, maintaining and repairing all areas of the building, including mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results. Oversee the company's facility operations, manage custodial staff, manage office moves and janitorial duties, all while remaining in compliance with local, state and federal regulations.

### Core Competencies:

#### Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

#### Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

#### Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

#### Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

## Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

## Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

## Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

## Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speak in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

## **Essential Duties & Responsibilities:**

### Management

- Oversee and supervise custodial staff, including conducting staff performance reviews and inspection of work.

### Training

- Work with the Custodian Manager to train custodian staff.

### Building

- Perform weekly building audit inspections, document issues, and develop action plans to fix any issues.
- Manage online maintenance ticket request system on a daily basis.
- Coordinate system repairs and monitor system performance.
- Inspect, maintain and repair/oversee the repair of mechanical, electrical, plumbing, and HVAC systems.
- Travel to remote offices on a quarterly basis, or as needed, to maintain facilities at each location.
- Ensure compliance with all safety and security protocols.
- Serve on-call after hours for facility related emergencies.

## Supplies

- Act as Purchase Manager to maintain adequate supply inventory (*other than medical supplies*) and order items as necessary.
- Track supply inventory, sort and deliver packages arriving in the Laramie office.
- Approve purchase orders from all outlying clinics throughout the state.

## Exterior

- Responsible as the point of contact for landscaping and snow removal services.

## Interpersonal Skills

### Computer/Technology Skills

- Ability to navigate computer system(s) including an electronic billing system.
- Comprehension and experience using Microsoft Office software, including spreadsheets (*Microsoft Excell*).
- Ability to comprehend and operate sophisticated building equipment and operating systems.

### Compassion

- Demonstrate compassion and caring in dealing with others, including patients, co-workers, and visitors.

### Professional Image

- Follow dress code.
- Project a pleasant and professional image.
- Wear identification while on duty.

### Analyzing Skills

- Analyze situations accurately, make decisions to bring a favorable resolution, and take effective action.
- Seek out help when appropriate.

### Flexibility/Stressful Situation

- Respond with flexibility to changing work load and/or assignments.
- Be able to stay organized and function under stressful situations.

### Working Relationships

- Have the ability to establish and maintain effective working relationships with physicians, co-workers, and the public that harbor a friendly, yet professional interaction.
- Demonstrate willingness to readily interact with other staff members and department leaders.

### Initiative

- Exhibit initiative and self-directed behavior.
- Accept responsibility for your own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

### Other Duties

- Perform other duties as directed/required to ensure efficient operations of Premier Bone & Joint Centers.

## Adherence to Facility/Departmental Policy:

### Attendance

- Maintain a good attendance record.
- Arrive to work punctually and be able to substantiate overtime.

### Confidentiality

- Observe confidentiality of information in regards to patients, physicians, and fellow employees.
- Have the ability to maintain confidentiality under HIPAA standards.

### Safety & Infection Control Policies/Standards of Care

- Adhere to safety and infection control policies and standards of care policies, including patients privacy rights.

### Staff Meetings/In-services

- Participate in company and departmental in-services and staff meetings.

## Care of Environment, Equipment & Supplies

### Environment

- Maintain a clean, neat, and safe environment for patients and staff, including personal work areas.

### Order Supplies/Stock Supplies

- Order supplies and equipment, and stock in an organized manner, according to policy.
- Maintain appropriate stock of supplies.

### Equipment

- Utilize correct and safe techniques when using equipment, and notify a manager of malfunctioning equipment.

## Education:

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma		Required

## Experience:

Years of Experience		Required/Preferred
1	Prior Management/Supervisor Experience	Preferred

## Physical Requirements:

Action	Description	Frequency
Seeing	Must be able to read labels and instructions	Constant
Hearing	Must be able to hear well enough to communicate with administrative staff, medical staff, and co-workers	Constant
Speaking	Must be able to verbally communicate with administrative staff, medical staff, and co-workers	Constant

Fingering/Grasping	Must be able to write, type, and have dexterity to clean	Constant
Bending/Crouching	Must be able to lower oneself in order to perform job duties	Constant
Stooping/Squatting/Kneeling	Must be able to stoop, squat, and kneel to perform job duties	Constant
Standing	Must be able to stand for long periods of time and maneuver stairs repeatedly	Constant
Sitting		Rarely

## Weight Demands:

Action	Description	Frequency
Lifting	Must be able to lift 10 pounds or less	Frequently
Lifting	Must be able to lift 11 – 25 pounds	Frequently
Lifting	Must be able to lift 26 or more pounds	Occasionally

## Working Conditions:

*The fast paced nature of this position may lead to increased levels of personal stress and demand high mental acuity.*

### Environmental Hazards

- The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

### Physical Hazards

- Physical harm is possible when performing physical requirements, as listed above.
- Exposure to communicable disease, bodily fluids, and/or toxic substances is possible and can be physically harmful.

### Unique Work Schedule/Travel

- May be required to work after hours, on weekends, or holidays.
- May be required to provide services outside the clinical setting (i.e. at University or High School athletic events), or travel to offices throughout the state.

## Employee Statement of Understanding:

*I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.*

*I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.*

*As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.*

**Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.**