



POSITION DESCRIPTION

DIRECTOR OF FACILITIES

Reports To: Vice President of Planning Position Status: Exempt
Supervises: Plant Operations Supervisor Effective Date: 05/01/13

GENERAL SUMMARY

The Director of Facilities is responsible to the Vice President of Planning for physical plant planning, budgeting and oversight for all NKC facilities, including, as applicable, buildings, grounds and parking structures/areas. The position works closely with the Vice Presidents and other members of the NKC Leadership Team regarding the maintenance, support, remodeling or expansion of existing facilities, the construction of new facilities and the de-commissioning of surplus space. The position is also responsible for the Plant Operations department and for supervising the Plant Operations Supervisor in the planning and execution of tasks and responsibilities.

DUTIES and RESPONSIBILITIES

1. Establishes and maintains records for all NKC facilities including but not limited to:
 - a. Floor plans, including as-built architectural and engineering plans and all revisions thereto, and all life safety plans; plans will be kept physically or electronically in a manner that permits ready access by others as needed.
 - b. Copies of building permits and licenses as applicable to a location or project, including construction permits, occupancy permits, medical gas certifications, hazardous materials surveys, etc.
 - c. Information pertaining to all building subsystems including fire, security, building card access and/or keying, elevators, HVAC, specialty plumbing, medical gas, nurse call, TV networks and components, emergency lighting and/or generators, etc.
2. Establishes and maintains vendor contracts as needed for HVAC maintenance, elevator maintenance, generator maintenance and testing,

fire and security alarm monitoring, grounds maintenance, window washing, parking lot sweeping, snow removal, etc.

3. Establishes and maintains contacts and relationships with all landlords, property managers and building engineers for all leased spaces, and serves as primary contact and resource for all NKC staff working at leased premises.
4. Establishes and annually updates a five-year rolling plan for planned maintenance and equipment replacement at all NKC facilities, including HVAC equipment, plumbing fixtures, patient televisions, casework, flooring, painting, etc., and submits estimated costs for annual capital budgets.
5. Collaborates with Vice President of Planning and others to identify and select alternatives for facility expansions or relocations, and for new facility planning. Establishes and maintains working relationships with architects, engineers, general contractors, subcontractors, etc., and helps coordinate/lead facility and other capital projects as needed.
6. Supervises, develops and supports the Plant Operations Supervisor in the planning, budgeting and management of the Plant Operations department to ensure that NKC facilities are well-maintained and that Maintenance Engineers have the skills, training, tools and support needed to perform Plant Operations duties and tasks in a competent and safe manner.

PLANNING

The position is responsible for facilities planning/support, and for planning capital projects.

SUPERVISION and COORDINATION

The position supervises the Plant Operations Supervisor and outside contractors as applicable.

EXTERNAL CONTACTS

The position has contacts with property owners, property managers, facility support vendors, architects, general contractors and subcontractors, and NKC patients.

DECISIONS

The position is responsible to the Vice President of Planning for decision-making in the planning and execution of facility work such as design, remodel, expansion or refurbishment, and for other capital projects.

JOB CONDITIONS and PHYSICAL EFFORT

Duties and responsibilities are performed in clinical, office and outdoor environments that may include exposure to noise, vibration and temperature fluctuations, and to the hazards associated with chemicals, electric current, moving machinery and power tools.

Physical activities require the ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull and grasp, and may include repetitive activity involving hands, wrists and fingers.

The Director of Facilities must be able to:

1. Communicate effectively in English on the phone and in writing.
2. Use a computer keyboard, mouse and typical office software tools.
3. Make group presentations.

CUSTOMER SERVICE STANDARDS

All staff are responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; Show courtesy; Recognize customers' needs; Respect privacy.
2. **CONCERN:** Listen to customers; Express appreciation; Be non-judgmental; Take responsibility.
3. **CONFIDENCE:** Show a positive attitude; Take personal initiative; Inform; Educate and reassure; Provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; Maintain a professional appearance; Establish teamwork; Show professional competency.

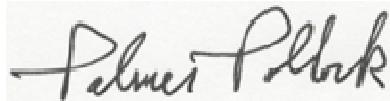
EDUCATION and EXPERIENCE

The Director of Facilities should have a four-year college degree in facilities management, construction management, engineering, business

administration or a related field, and a minimum of ten-year' experience in facilities maintenance and management. Additional years of experience, with increasing responsibilities, may be substituted for a college degree.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

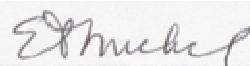
REVIEW and APPROVAL



Vice President of Planning

05/01/13

Date



Vice President of Human Resources

05/01/13

Date