



POSITION DESCRIPTION

Senior Director, Facility Planning and Management

Reports to: Chief Financial Officer

Position Status: Exempt

Direct Reports: Director of Facilities,
Director of Supply Chain, Security Services

Effective Date: 12/20/2021

Other Key Relationships: Executive Team and Leaders throughout the organization. External Constituents including vendors, contractors, community partners

GENERAL SUMMARY

The Northwest Kidney Centers' Senior Director of Facility Planning and Management reports to the Chief Financial Officer (CFO) and is responsible for key functions related to Facilities including: oversight and management of construction services, supply chain, facility / maintenance services and security. This position also collaborates on planning for Certificate of Need applications and related growth strategies. The successful candidate will collaborate with internal groups such as the NKC Executive Team, the NKC Medical Staff and the NKC Leadership Team, and with external groups such as attorneys, brokers, contractors and vendors. The Senior Director directly supervises the Facilities /Plant Operations department and is responsible for planning and delivery of facility services for buildings owned and space leased by NKC. The Senior Director oversees all major construction projects from land / building acquisition to construction of new buildings and renovations including lease negotiations and management.

KEY RESPONSIBILITIES

Facilities Development, Capital Projects and Construction Management including:

- **Facilities and Capital Projects:** Responsible for planning budgeting, sourcing and negotiating all leases or land purchases (in coordination with CFO/CEO) in alignment with strategic growth plans. Includes oversight of contractor/architect selection and related RFP's and all capital improvements connected to the NKC plant and operations (buildings/property focused). This work can include planning for relocation of departments, communication to internal audiences and other coordination efforts.

- **Construction:** Planning, design, execution and oversight of construction projects in both existing centers and new ground up locations focused on adding capacity or improving building systems to meet CMS/DOH requirements. Works closely with CFO to develop project budgets, timelines and manages projects to completion with responsibility to manage engagements on-time and on-budget.
- **Plant Operations:** Provides oversight and direction to the plant Operations Department.
- **Clinic relocation and decommissioning of leases or buildings:** Responsible for all coordination, communication, and vendor management related to clinic relocations and / or decommissioning of vacated leases and buildings to prepare the site for the next tenant.
- **Government Agencies, Permits, Facility Contracts and Records:** Oversight and responsibility for coordination with the Fire Department and related inspections, maintaining records of permits, licenses, certifications, surveys, life safety plans, and like documents. Senior Director of Facilities also negotiates all Facilities contracts including landscaping, elevator, generator maintenance/ testing, and snow removal. Serves as a primary contact for existing lease landlords.

Certificate of Need and Business Planning including:

- **Strategic Planning** – Collaboration and input on strategy and business development through the lens of the Certificate of Need (CON). This includes capacity planning and growth for NKC while monitoring other providers in the market impacting our strategy.
- **Board Support:** Senior Director provides ongoing support and content to the Strategic Directions Board Committee.
- **Certificate of Need:** In partnership with consultants, legal and the NKC finance department assists on CON related work including – budgeting, letters of intent, applications, response to DOH screening questions, public comments and once awarded ongoing progress reports and data validation. Helps coordinate with DOH/CMS survey reviews prior to opening.
- **Capacity Assessments and Related Growth Plans:** in collaboration with the Executive Team, determines need for additional capacity, and identifies and recommends strategies for meeting that need. Develops long-range plans for the effective use and maintenance of the physical plant at NKC

Facility safety including:

- Ensuring NKC facilities are maintained in a safe manner and in accord with CMS/Life Safety requirements.
- Ensures compliance with Life Safety and other codes as required by regulatory agencies in each jurisdiction.
- Oversees physical security for NKC and ensures plans are place to maximize the safety of staff and patients in facilities.

Supply Chain- Ensures the operations and planning of the Supply Chain department meet the delivery needs of the organization.

- a. Supervises the Director of Supply Chain, who oversees all functions in the department.
- b. Ensures that contracts are in place to maximize the buying power of NKC while managing cost effectively.
- c. Ensures that plans are in place to effectively operate the warehouse of NKC including meeting all regulatory requirements.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's 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.

MINIMUM REQUIREMENTS

- Bachelor's degree in a related field; Masters preferred
- At least seven years of progressively responsible experience in facility management and development.
- Experience as a project manager over complex facility projects
- Excellent written and oral communication skills.
- Results oriented and intrinsically motivated
- Innovative, creative and collaborative mindset that recognizes and seizes opportunities
- Team-oriented and comfortable with direct feedback
- Attraction to a culture based on engagement, transparency and accountability
- Lean and Efficient mindset
- Passion and Commitment to the Mission of NKC

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



VP of Finance, CFO

12/20/2021

Date



Vice President of Human Resources
& Chief HR Officer

12/20/2021

Date