

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-22-111

Closing Date: Open until filled



POSITION TITLE: Director of Facilities Management

DEPARTMENT: Facilities Management

Position Summary:

Under general supervision of the Chief Operating Officer, the Director of Facilities Management is responsible for the operation, maintenance, design, construction, modification of buildings, utilities, grounds, attendant systems and equipment. The director is responsible for the overall planning, programming, coordination and administration of the Winslow Indian Health Care Center (WIHCC) and Dilkon Medical Center (DMC) Facilities Management and Engineering Services. Oversees all healthcare/hospital Environment of Care elements to ensure full operation, compliance and reliability according to operating and regulatory standards. These services include but are not limited to: plant operations and maintenance; air conditioning and heating equipment, maintenance electrical and electronic systems and equipment maintenance; pipefitting and plumbing; carpentry; painting; grounds maintenance; and clinical equipment preventative maintenance and repair processes, maintaining compliance with healthcare accreditation and certification requirements. Uphold the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains regular attendance and punctuality.
- Improves staff effectiveness by motivating, coaching, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, appraising job tasks and results in a timely manner, and approving time sheets.
- Oversees the supervision of personnel, which includes work allocation, schedules, time approval, hiring, training, orientation, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Develops, implements, and directs a preventive and corrective maintenance program to ensure efficient and uninterrupted operation of the entire physical plant and all related operating equipment within the facility; plans and coordinates the repair or recommends the replacement of, or additions to, equipment or physical structures as needed.
- Plans, develops, and participates in a continuing departmental training program and orientation programs in the repair and maintenance of all equipment, including medical equipment; evaluates the effectiveness of the programs and adjusts and modifies course content as necessary.
- Develops measurable performance expectations for assigned staff according to department goals and objectives.
- Plans, develops, implements and monitors short and long term goals and objectives for the Maintenance Department, taking into account the Strategic Plan of the Corporation.
- Ensures optimal functioning of building systems including mechanical, electrical, fire/life safety, and elevators.
- Provides direction/planning for renovation and expansion projects.
- Participates in the development of and implements related organizational policies and procedures including AAHC and JCAHO standards, TJC elements of performance, and CMS conditions of participation.
- Participates in drills of the internal emergency and disaster preparedness plan including division employees are trained in CPR.
- Ensures that policies and procedures are current for the department and for programs under the division and ensures staff adheres to these policies including AAHC standards and all applicable laws and regulations and/or codes.
- Provides general overview of facility maintenance programs not limited to contemporary trades and practices of support services for a health care setting.
- Provides planning for compliance of regulatory disciplines from all sections of affiliated entities that guide and monitor health care standards.
- Maintains applicable data for reviews, abatements and general inspection for comprehensive code compliances.
- Develops scope of work with recommendations to top management for final decision.

- Maintains comprehensive deficiencies listings, along with proposed new projects and provides preliminary plans to the management team, with estimated costs and proposes design and construction schedules.
- Develops and manages annual budgets for the department and performs periodic cost and productivity analyses ensuring balanced budget.
- Designs, establishes, and maintains the department structure and staffing to effectively accomplish the organization's goals and objectives; recruits, employs, trains, supervises, and evaluates unit staff.
- Implements and monitors performance plans, addresses issues as they arise and completes performance appraisals.
- Prepares and presents various reports including Annual Report for Board of Directors and Navajo Nation Council Human Development Sub-Committee and other entities, i.e. Navajo Division of Health.
- Serves as liaison for NAIHS Facilities Management Branch and Office of Environmental Services (OES) Dallas for ongoing projects and program plans.
- Interacts with intermediate level Arizona Corp. Commission on Contracts (ACC) standards, Navajo Nation and local chapter agencies, and various city, county, state and federal agencies.
- Provides technical assistance and support to WIHCC Management Team and Board of Directors.
- Responsible to continue to perform the essential duties and responsibilities of the Staff Engineer.
- Analyzes work requirements and plans both short- and long-range methods for satisfying varying workloads, priorities, and other mission objectives. Determines manpower and other resources necessary to accomplish workload and make adjustments among staff as deemed appropriate. Establishes regular and special work schedules and determines individual or group assignments.
- Must be able to adapt and intervene during crisis situations requiring facility management Decision-Making Interventions when circumstances deem necessary.
- Contributes to a team effort and accomplishes related results as required.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in Civil Engineering, Mechanical Engineering, Electrical Engineering, or closely related field required. Registered as a Professional Engineer (PE) through the Arizona State Board of Technical Registration is required. Five years' experience in healthcare facility management and staff supervision, including two years in-patient medical facility experience is required. Recent experience in construction management, buildings and real property, demolition projects, engineering/project management and infrastructure preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Knowledge of professional civil, mechanical, and electrical engineering concepts, principles, and practices and applies to the many types of hospital facility. This knowledge must be exceptionally broad and backed by solid related experience because employee is the principal decision maker and adviser to the Management Team and Board of Directors on all technical matters.
- Knowledge in problem analysis, project management, contract negotiation, conflict resolution and oral/written presentation.
- Knowledge of clinical area or areas of responsibility.
- Knowledge of equipment functions and how major components of complex facility systems are supposed to work together, in order to troubleshoot or diagnose many types of malfunctions of any systems.
- Knowledge of AAAHC and JCAHO regulations for accredited organizations particularly Environment of Care and Life Safety standards.
- Knowledge of the capability and operating requirements of equipment, machinery, tools and materials.
- Knowledge and understanding of PL-93-638 and PL-94-437 and PL-86-121 programs.

- Knowledge of construction and maintenance standards, concepts, and techniques; applicable codes and regulations including those of AAAHC, OSHA, and UFAS.
- Knowledge of mechanical and electrical concepts, principals and practices used in decision-making and consultation on WIHCC technical matters.
- Knowledge with application of the following codes and standards; International Building Codes, American Water Works Association, American Society of Mechanical Engineer , Life Safety Codes (including NFPA 101).
- Knowledge of health service/administration and other self-assessment programs, accreditation requirements including continuous quality assurance or management, risk management, safety, infection control, information management systems/information technology system.
- Knowledge & skill necessary to recommend acquisition/procurement options in accordance with special type of actions, Performance Based Contracting, Green Purchasing, Buy Indian, Personal Service, Indefinite Delivery/Indefinite Quantity Task Order Contracts, Commercial Contract Actions, Basic Ordering Agreements, Blanket Purchase Orders, Unpriced orders, etc.
- Knowledge of risk management.
- Knowledge of organizational structure, workflow, and operating procedures.
- Knowledge of financial/business analysis techniques.
- Knowledge of AAAHC and/or other accreditation requirements.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality and safeguard proprietary information and documents.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to organize, direct, and coordinate working relationships of skilled trades and crafts workers and contractors and suppliers in the private/public sector.
- Ability to foster a cooperative work environment.
- Ability to develop and deliver presentations.
- Ability to develop, implements, and enforce safety programs and protocols.
- Ability to develop and maintain recordkeeping systems and procedures and quality control standards.
- Ability to be dependable in attendance and job performance.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.
- Knowledgeable about PPE's, OSHA, and other occupational/industrial hygiene protocols.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to reach and grasp objects; finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.