

# Facilities Manager



- Full-Time Position
- Location: Administrative (Corporate)

## **Position Summary:**

- Responsible for the management of the grounds, equipment and building maintenance for both Hospice of Hilo locations.
- Establishes and maintains relationships with vendors regarding contracts, pending proposals and work-in-progress. Coordinates and negotiates bids such as security, custodial, landscaping, etc.
- Performs daily preventive maintenance inspections of facilities plant equipment, including but not limited to, refrigeration, A/C, medical vacuum pump operations and liquid oxygen pressure and usage.
- Manage all security systems to include building security, surveillance, nurse call and patient security systems. Devise security measures and procedures for building safety and access.
- Establishes records, files and manuals. Oversees and assures safe transport of biohazard materials to authorized disposal facility.
- Responsible for Safety & Emergency Preparedness training and serves as Hospice of Hilo's liaison with Health Care Association of Hawaii (HAH).
- Participates in budget process and manages inventory program; tracking all building assets; ordering, receiving and stocking. Oversees incoming supplies/products and distributes.
- Analyzes utility bills and energy output; evaluates and adjusts energy expenditures.
- Researches and installs "green" appliances and fixtures to reduce energy and production costs.
- Analyze use of office space(s) for efficiency; supervises renovations and additions to facilities.
- Supervises Facility Technician position.

## **Skill & Knowledge Requirements**

- Excellent organizational and communication skills, both oral and written.
- Knowledge of building construction and basic maintenance
- General knowledge of plants and ground coverings and their basic maintenance.
- Ability to use sound judgment and initiative in decision-making and to problem solve by utilizing resource materials and communication with others.
- Ability to handle multiple tasks and commotion concurrently.
- Flexible and reliable.
- Ability to carry out oral and written instructions.
- Self-motivated and able to work independently as well as in cooperation with others.
- Ability to analyze, conceptualize and plan.

## **Education /Experience/Equipment Requirements**

- Minimum of an Associates of Science in a related trade or field equivalent.
- Minimum of three (3) years supervisory or managerial experience in an equivalent position.
- Valid State of HI Driver's License and acceptable driving record
- Automobile insurance, cellular phone and "on-call" work required.
  
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