

FACILITY MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in managing, directing and maintaining the Navajo Regional Behavioral Health Center facilities; oversees building operations, maintenance, repair and security of facility; ensures compliance with applicable federal, state and tribal regulatory laws, protocols and accreditation standards; performs related work as assigned.

The facility operation deals with several specialty operations, e.g. plumbing, carpentry, electrical and fire protection. The facility management operation enhances the overall residential and outpatient care objectives of NRBHC that ensure a safe work environment; this classification has supervisory and budgeting responsibilities.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Directs, plans, organizes and manages the activities and resources of the Navajo Behavioral Health Center facilities; leads the development of standards and best practices; oversees the installation, maintenance and repair of plumbing, heating and cooling system, security system, state-of-the-art electronic circuitry, landscape sprinkler system, etc; ensures facilities meet the needs of multiple individual projects; manages facility usage and operations; develops and implements short and long range maintenance schedule; develops and implements facilities management policies, procedures and manuals relating to facilities management practices; responsible for implementing operations changes as required by new legislation and codes that affect the facilities; responsible for the management of all regulatory standards that apply to emergency preparedness and fire and life safety.

Oversees all site operations and new projects including identification of capital improvement projects and cost analysis to be utilized in the preparation of capital budgets; prepares and manages facilities budget; makes recommendations to Behavioral Health Director and controls expenditures; prepares required reports; assesses, directs and coordinates the preventive maintenance management process for the repair and upkeep of facility building structures and systems including plumbing, electrical wiring and fixtures, machinery, equipment, electronics, security and grounds; conducts inspections of facilities and writes inspection reports; manages energy management initiatives and ongoing evaluation of utility consumption rate structures and implementation of cost reduction programs.

Manages all existing/new outsourced provider service contracts and administration of the Request for Proposal (RFP) process to ensure best pricing and service level performance; manages environmental compliance programs and procedures; diagnoses operational problems and recommends corrective actions; reads and interprets specifications, plans and blueprints for construction and remodeling projects and makes recommendations prior to and during construction.

Maintains performance improvements activities; manages the operations staff including training; ensures competency of all assigned staff; issues daily work assignments to technician and journey-level trades staff; communicates with staff regarding status of projects and assignments; provides work direction; ensures the accuracy of work product and that deadlines are met; responsible for identifying training needs, conducting employee performance evaluations and monitoring performance issues; responsible for the development and training of all managements staff in areas of operational and technical requirements, including service performance, technology, safety and compliance, cost saving initiatives and regulatory requirements; coordinates all safety policies; performs special assignments as required.

FACILITY MANAGER

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to facilities management responsibilities.

Knowledge of engineering practices, technology and methods utilized in facilities planning, design, construction and maintenance, including electrical, mechanical, communications and HVAC systems. Knowledge of building design, construction standards, methods and practices sufficient to properly evaluate compliance with safety and occupational health criteria.

Knowledge of modern principles and practices of personnel management and supervision.

Knowledge of the principles and practices of budget preparation and administration.

Knowledge of building operations and support.

Knowledge of inventory management practices.

Knowledge of various physical plant operations and equipment common to managing facilities operation.

Knowledge of evaluating the effectiveness of program operations in meeting established goals and objectives.

Skill in developing and analyzing program operating systems, procedures and controls

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff and those in behavioral health care context.

Ability to read and interpret blueprints.

Ability to comprehend, analyze and interpret the most complex business documents.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires walking, standing, stooping, climbing, carrying and performing other similar actions during the course of the workday; lifts equipment and materials weighing up to 100 pounds.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Facility Management, Engineering, Business Administration or a closely related field; and four (4) years of facilities management work experience, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

PREFERRED QUALIFICATIONS:

- A Master's degree in Facility Management or Engineering.
- Five (5) year of facilities management work experience.
- OSHA Certification.
- HVAC Certification.
- Facility Management Training.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.