

Job Description

Facilities Coordinator

Reports to: President/CEO

Agency: Facilities

Location Code: 1



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

Position Summary

Responsible for the management of the environmental services and maintenance staff, building maintenance and repair, budgeting, ordering of equipment and supplies, and communication between SHARE staff and the facilities team. Will schedule, assign and coordinate the work of staff to accomplish a wide variety of duties related to facilities operation including building and equipment maintenance, grounds keeping and janitorial work. Responsible for the cleanliness and appearance of all exterior and interior areas of SHARE Facilities. Includes but is not limited to lawn care, landscaping, general housekeeping, deep cleaning, equipment cleaning and preventative and general maintenance.

Position Classifications

Primary Classification:
Non-Exempt - Full-Time

Pay Frequency:
Bi-weekly Hourly

Safety Sensitive:
No

Benefits Eligible:
Yes

Driver Status: Routine
See other requirements below.

Random Testing:
Yes

EEOC Classification:
Service Worker

SOC Code:
37-1011

Job Title ID:
109

Qualifications

Four years of relevant successful work experience that includes the supervision of others is required. A work history that includes a demonstrated ability to organize efficient scheduling, budget adherence, a good safety record, and an understanding of OSHA and regulatory compliance related to a healthcare environment is strongly preferred.

Certifications

None are required.

Physical and Mental Requirements

Heavy Work

Work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects. The work requires physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting, moving heavy items such as; furniture, record boxes and equipment.

The minimum requirements of this position require this individual to:

- Hear alarms/telephone/normal speaking voice
- Have good manual dexterity to operate hand tools machinery
- Have clarity of vision with/without corrective lenses
- Ability to operate a motor vehicle and/or motorized equipment
- Negotiate stairs and ladders
- Bend, stoop, crouch, kneel, push and pull, and reach

Other Requirements for Continued Employment

- Valid current driver's license
- Must maintain current automobile insurance coverage at all times
- Must provide and use personal transportation
- Have and maintain clean motor vehicle report
- HIPAA training
- Availability to work as scheduled 30-40 hours a week includes occasional weekends and after hours work for special projects

- Must be able to treat ALL people with respect and courtesy without bias or discrimination

ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap or disability.

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (**M**) Needs Improvement (**NI**) Not Met (**NM**). Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE.

Requirement	Key	Evaluation Comments
Provide leadership that demonstrates SHARE values.		
Follow SHARE policies and work cooperatively with HR to hire, discipline and/or terminate staff.		
Complete bi-weekly payroll responsibilities for supervised departments ensuring records are accurate and completed by deadlines.		
Create work schedules for supervised staff. Ensure that schedules are fair, work is equally distributed and payroll hours are efficiently used. Ensure payroll budget compliance. Ensure good management of tasks and priorities.		
Complete annual performance evaluations for supervised staff.		
Develop and implement written policies and procedures for the facilities team within SHARE guidelines for policy development, such as: waste disposal, equipment storage/security, building security, key and alarm code management, tool distribution, etc.		
Manage and negotiate janitorial service contracts with vendors, resolving problems and disputes to assure optimum services/products are provided. Negotiate for discounts and value.		
Manage and prioritize work requests from agencies and staff ensuring a timely response.		
Train and manage staff to comply with local, state and federal regulations within scope of role. (Ex: Health Department, OSHA, city fire code, etc.) Ensure the use of all required personal protective equipment. Responsible for compliance.		
Ensure that OSHA required chemical inventory lists and Safety Data Sheets are up to date and maintained for each facility.		

Assist in the development of operational and capital budgets for environmental services and maintenance, Responsible for monitoring expenses and meeting budget.		
Attend safety committee meetings and contribute to the development and implementation of safety related policies and procedures for SHARE.		
Maintain janitorial equipment and service history records, warranties.		
Review, code and approve janitorial and maintenance invoices and submit to AP for payment by deadlines.		
Responsible for documenting all employee injuries and/or any property loss or damage.		
Oversee and perform housekeeping staff functions for SHARE Facilities to assure the highest standards of cleanliness and sanitation.		
Develop and maintain a plan for routine and deep cleaning at each facility and for equipment that includes checklists or other documentation of completion.		
Stay informed of and ensure OSHA compliance. Maintain proper OSHA labeling on housekeeping supplies. Train supervised staff to include compliance, infection control, safety awareness, policy enforcement and customer service.		
Ensure all Hazardous Materials are secured according to SDS. Responsible for preventing safety hazards (gasoline, fertilizer, pest control chemicals, etc.)		
Ensure general trash disposal inside and outside of buildings.		
Arrange for repair or replacement of broken equipment related to housekeeping or grounds keeping.		
Maintain lawn, landscaping and grounds by performing general duties such as mowing, weed eating, trimming, weeding, mulching, power washing, painting, etc.		
Assure proper use, management, security, safety, maintenance, physical appearance and upkeep of the physical assets and grounds of all SHARE owned properties.		
Develop an inventory list of SHARE owned equipment that requires regular preventative maintenance; develop a preventative maintenance schedule and checklists for documentation of completion. Maintain documentation. Assign work and oversee completion. (HAVACs, pool systems, emergency backup systems vehicles, exercise equipment and lawnmowers.)		
Evaluate and make recommendations for capital additions and improvements for long term/short term plans to anticipate facility and equipment maintenance service and replacement requirements.		
Oversee the negotiation of maintenance service contracts with vendors, resolving problems and disputes to assure optimum services are provided when maintenance services have to be outsourced. Ensure outsourcing is necessary, report unexpected expenses or budget variances as soon as they are known.		
Responsible for personal adherence to all of SHARE's policies and procedures as well as training staff to comply.		

Maintain current valid driver's license and current automobile insurance provide documents to HR as requested.		
Work in a constant state of alertness and in a safe manner.		
Perform other duties as assigned or requested.		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to all SHARE Foundation Policies and Procedures.		
Comply with the HIPAA Privacy Policy maintaining confidentiality requirements.		
Evaluation Summary		
Met last year's goals:		
Evaluation Goals for Up Coming Year:		
1.		
2.		
3.		
4.		
Recommendations:		
Employee Comments:		
<p>By signing this job description I understand that it is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s) essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer's satisfaction and at its discretion. This job description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.</p>		
Employee Signature:		Date:
Supervisor Signature:		Date:
ED Review:	Date:	HR Review: