



Division/Department: Facilities

Location: Delray Beach, FL

Job Title: **Manager, Facilities**

Reports to: Senior Vice President, Facility Development

Type of position: Full-time Part-time

GENERAL DESCRIPTION

Reporting to the Senior Vice President, Facility Development, the Manager, Facilities will be responsible for overseeing management of the physical facility and general maintenance operation of the South Florida Proton Therapy Institute Proton Therapy Center and additional duties as assigned.

Proactively ensures that the physical environments are maintained to the standards set forth by Proton international to ensure on an ongoing basis that the center and its environs are maintained within the environmental guidelines established for the center, (to include; cleared hallways, disposal of trash and other clutter, regulations related to applicable regulatory bodies and other certifications, safety and security of patients, staff, and the public). Ensures center is compliant with daily environmental rounds and other policies and procedures established to ensure the safety and quality of care of our patients. Manages center environmental issues related to renovations, repairs, cleaning, directories, signage, security, (facility, ID badges, etc.), recycling, parking, delivery/stocking coordination etc.

Coordinate all internal-to-Proton International, and outside contractors regarding security, construction, safety, valet parking, materials and environmental management, project management, etc. and ultimately responsible for work being accomplished in a high quality and timely (as established by the requestor) manner.

Will participate in and manage 24/7 on-call schedule to triage building and maintenance related issues for safe and thoughtful resolution within prescribed timeframes.

At the request of the Senior Vice President, Facility Development, participates in drafting contracts (e.g. HVAC, Chiller) with national and/or local vendors. Develops policies and procedures for implementation and usage at the SFPTI.

On technical issues, the incumbent will coordinate with the Senior Vice President, Facility Development regarding building technologies - plant and service, oversees audit reviews and regulatory compliance and drives sustainability and EH&S. Incumbent will have full P&L responsibilities, managing forecasting and expenditure for facilities management. Incumbent will mentor and lead local level employees.

To succeed in this role, it is required that incumbent will have strong exposure to Facilities Management from a healthcare perspective. A demonstrated record of project management is essential, as is a strong communication and management style. A well-developed understanding of commercial structures is paramount. The incumbent is responsible for all aspects of facilities management and maintenance for the South Florida Proton Therapy Institute in Delray Beach, Florida.

Responsibilities include oversight of center's building and grounds, equipment/environment maintenance and repair, materials management, lease management, and security. Assists the Senior Vice President, Facility Development in the

design and management of construction/reconfiguration plans; Overall responsibility to ensure center staff are trained on specific Emergency Management protocols, HIPAA and other safety policies and procedures. Drawing on a broad understanding of center operations through established policies and procedures and displaying a high degree of initiative and independent judgment, the incumbent will continually assess and direct a wide range of facility issues.

RESPONSIBILITIES

I. ENVIRONMENTAL SERVICES

- Establish policies and procedures for environmental rounds, environment of care checklist, safety and cleanliness standards, security identification
- Conduct daily environmental rounds and coordinate timely resolutions to identified areas of concern/noncompliance. Collects data and reports to center managers on items on monthly environmental service rounds in all clinical and administrative areas via the Facilities Management database to ensure action on remedies.
- Coordinates and generates reports/action items on annual environmental rounds conducted by department heads, Environmental Services, Safety Office, Materials Management, Bioengineering, Infectious Disease and Police and Security.
- Ongoing oversight of center facility management, including performance of any contracted services, regarding environmental responsibilities to include coordination and monitoring of:
- Bio-Med, General cleaning, carpet and tile wash/wax laundry, all dispensers (e.g. soap/paper towels), cubicle curtains, window dressings, paint, furniture, light fixtures, minor plumbing, signage etc.
- Establish, implement and monitor policies and procedures for staff, student and visitor identification, key access, and retrieval upon termination/visit/training cycle.
- Serve as the point person for staff on suggestions for environmental and facility repair and improvement

II. MATERIALS MANAGEMENT

- Schedules and coordinates with center managers deliveries of large/heavy equipment and supplies to the center.
- In concert with the Center Management, establish policies around par ordering at center level, and ensures center management is trained and adept at procedures.
- Assist Medical Physics & Dosimetry in the development of policies and procedures related to the delivery of related equipment as required.
- In concert with the Quality Assurance Manager and Center Radiation Safety Officer, develop and implement policies and procedures related to the safe and compliant cooling, storing and discard of radioactive material.
- Coordinate with Center Management on contracts for the purchase of all medical/surgical supplies and equipment for the center, and dovetails with local partner hospitals when/where appropriate.
- Responsible for ensuring timely stocking all material distribution units, shelves, etc.

III. BUILDING AND GROUNDS MANAGEMENT

- Responsible for the maintenance, repair, and upgrades of areas in the facility including, but not limited to: Electrical, plumbing, HVAC to include chillers and cooling towers, carpentry, general construction, paint, locksmith, carpet/tile, cable TV, elevator repair, fire extinguishers, medical gas systems, anesthesia equipment, CRASH CARTS, etc.
- Overall management and coordination of the following tasks at the center to ensure the least possible amount of disruption to patients and staff:
- Reparations due to flood/fire/infrastructure work/noise/mold
- Responsible for coordination with, and communication about, exterior facility work being scheduled by contractors or interior work by contracted or employed environmental services, safety, police and security, movers, etc.
- Responsible for all office/space relocation of staff within the center when required
- Work with Proton International & Center IS staff to schedule and coordinate required relocation/installation of phones/computer/printers/fax machines/copiers.

- Supervise the safe packing/relocation of furniture/files etc.
- Coordinate any changes/additions/repairs way-finding and center signage
- Responsible for developing an electronic, easily accessible, library/database of contractor manuals and binders under the direction of the Clinical and Technical Directors, and insures a hard copy backup is available to be downloaded at the Proton International Training and Development Center
- In concert with the Center Management, assign office/work space for new and existing employees
- Assistance with floor plans, infrastructure work, electrical work, tel/data drops/jacks, plumbing, carpeting etc. to obtain estimates for costs associated with renovations and have a project number assigned.
- Contact outside vendor for furniture etc., as directed by Proton International Procurement
- Provide input for furniture, paint, and carpeting.
- Contact movers, set up meeting to review scope of move and location of offices/furniture/files, etc.
- Supervise all furniture deliveries/installation/movers etc.
- Issue electronic POs as necessary.
- Issue electronic work order to IS to establish and/or move phones/computer/fax.
- Issue electronic work orders to building and grounds contractors to move office contents and supervise -relocation.
- At the direction of the Senior Vice President, Facility Development, coordinates national maintenance contracts for center repairs and upgrades of areas including, but not limited to: Electrical, plumbing, HVAC, carpentry, general construction, paint, locksmith, carpet/tile, cable TV, elevator repair, fire extinguishers, CRASH CARTS, etc.

IV. SAFETY AND TRAINING

- Serve as non-radiation Safety Officer for the Center to include oversight of writing/updating fire safety plan for Center electronic publication.
- Establish programs and self-serve People Soft (or other as required) documentation for annual training of center facilities employees on Emergency Management, HIPPA and other safety policies and procedures.
- Oversight of Proton International's management establishment and enforcement of fire and safety regulations for the Centers, following established protocols, and ensuring compliance with applicable regulatory agencies, OSHA, and other prescribed guidelines.
- Serves on the Center's Safety/EOC Committee

WORK EXPERIENCE REQUIREMENTS

- 5-7 years' experience in healthcare facilities management or construction management Project management skills required.
- Engineering background a plus.

REQUIRED SKILLS AND ABILITIES

- Exceptional organizational skills and the flexibility to handle multiple tasks and deadline pressures.
- Excellent interpersonal/communications skills.
- Knowledge and experience in facilities management.
- Must be able work independently and make decisions quickly and independently.
- Adept at interpreting state and federal laws regarding healthcare facilities – ensuring facilities are to code from a facilities management and safety standpoint.
- Understanding and knowledge of project management software/skills

COMPETENCIES

- Leadership/Provide Motivational Support
- Decision Making
- Flexibility/Managing Change
- Cooperation/Building Collaborative Relationships
- Performance Standards/Results Orientation

EDUCATION/DEGREE

- Bachelor's degree preferred, not required.
- CHFM preferred

OTHER

- Exposures to hazardous risks include radiation exposure (under the ALARA principle), potential exposure to infectious and communicable diseases, blood and body fluids, electrical equipment and chemicals. Potential for bodily injury due to lifting. Required to follow universal precautions. Exposure to cleaning / sterilization agents. Hazards will be minimal if proper safety precautions are utilized. Work is mainly performed in an area with no natural light, and in close proximity to other team members.
- Proton International may utilize RFID (**Radio-Frequency Identification**) tags at the Centers for the purposes of analysis of productivity and patient throughput. This information is not for use as a management tool for employee performance issues.