



JOB DESCRIPTION

FACILITY MANAGER II

Job Code: 2284

FLSA Status: EX

Job Family: 12 Engineering/maintenance

Reports To: Corporate Manager Engineering or Site Ancillary Administrator
Creation/Revision Dates: 12/28/09; 1/20/11; 3/17/14; 4/19/16

Position Summary

Facility Manager II is responsible for identifying goals for the Engineering Department and for meeting and developing plans to exceed identified goals for the areas of financial performance, customer service, quality and performance improvement.

Essential Functions

- Has direct accountability for creation and performance of an annual budget in excess of \$3,000,000.
- Responsible for facilities in excess of 400,000 square feet and a staff greater than 15 full-time equivalents (FTEs).
- Responsibility to ensure the facility and Engineering department complies with all Federal and State agencies including Agency for Healthcare Administration (AHCA), The Joint Commission, and all other local and state regulatory agencies having jurisdiction.
- Develops policies and procedures and ensures awareness and implementation by staff.
- Maintains all required documentation and provides regular reports on the performance of the Engineering department including but not limited to financial, compliance with regulatory requirements, utility costs, customer service and quality.
- Participates in other projects and handles assignments as directed by Corporate Manager of Engineering or Site Ancillary Administrator.
- Meets regularly with the Corporate Manager of Engineering and communicates issues related to the operation and or safety of the facilities to the Administration team of Corporate Support Services in a timely manner.
- Facility Manager II shall be responsible for the overall safety of the facility and is chair for the Site Safety Committee.
- Monitors supply vendors and contracted services to ensure high quality and good financial performance.
- Identifies standardized supplies, equipment, vendors and procedures for Engineering and ensures compliance with all corporate contracts.
- Position represents a professional posture in mannerism, behavior, dress and demonstrates personal integrity and dedication. Individual establishes an environment and promotes a culture where a multi-functional team can excel.
- Manages various human resources functions including hiring, work assignments, coaching plans, and performance counseling.
- Maintains reasonably regular, punctual attendance consistent with Orlando Health policies, the ADA, FMLA and other federal, state and local standards.
- Maintains compliance with all Orlando Health policies and procedures.

Other Related Functions

- Demonstrates excellent communication skills (both verbal & written) with all customers, staff and physicians within the community.
- Participates in Orlando Health committees, administrative staff meetings, and task force groups as requested.

Education/Training

Bachelor degree.

Licensure/Certification

Experience

- Ten (10) years of facilities experience to include a minimum of five (5) years of management experience in healthcare facility engineering required.
- Management experience should encompass oversight of financials, project management, staff development, and accountability for set goals. Working knowledge to include familiarity with NFPA, TJC, CMS, AHCA compliance and other authorities having jurisdiction required.

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Ancillary Administrator
Creation/Revision Dates: 12/28/09; 1/20/11; 3/17/14;
4/19/16

Approval Signatures

Administrator Christopher Coventry (signature on file)	Date 4/19/2016
Human Resources Tamaira Remy (signature on file)	Date 4/19/2016

Acknowledgement Signature

Team Member ID	Team Member Signature	Date
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Ancillary Administrator

Creation/Revision Dates: 12/28/09; 1/20/11; 3/17/14; 4/19/16

FLSA Status: EX

Job Family: 12 Engineering/maintenance

Essential Job Specific Functions

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis. Check either Continually, Frequently, Occasionally, Rarely/Never for each requirement listed below:

Requirement	Continually	Frequently	Occasionally	Rarely/Never	Requirement	Continually	Frequently	Occasionally	Rarely/Never
General Requirements (needs the ability to at least...)					Required Lifting (needs the ability to lift at least...)				
Bend/Stoop			X		Up to 10 lbs		X		
Climb Ladders			X		11 to 24 lbs			X	
Climb Stairs		X			25 to 34 lbs			X	
Crouch			X		35 to 50 lbs				X
Drive a company vehicle (CDL not required)			X		Over 50 lbs				X
Drive a company vehicle (CDL required)				X					
Kneel			X		Required Pushing/Pulling (needs the ability to lift at least...)				
Maintain Balance	X				Up to 10 lbs		X		
Maintain personal hygiene and appearance	X				11 to 24 lbs			X	
Reach			X		25 to 34 lbs			X	
Sit		X			35 to 50 lbs				X
Stand		X			Over 50 lbs				X
Twist		X			Hand Manipulation (needs the ability to...)				
Walk		X			Grasp				X
Work extended time without a break			X		Fine manipulation				X
Sensory Requirements (needs the ability to at least...)					Use keyboards &/or mouse				
Hear - Normal Speech	X					X			
Hear - Overhead Pages	X				Other				
Hear - Telephone Use	X				Animal Handling				
Vision - Color	X				Has the ability to accept flexible schedule to meet unit needs.				X
Vision - Depth Perception	X				Has the ability to accept call schedule to meet unit needs.				X
Vision - Far		X			Environmental Exposure (Job Involves Exposure to ...)				
Vision - Fine Details		X			Blood/Body Fluids Exposure				
Vision - Near		X			Chemical Agents				
Mental & Emotional Requirements (needs the ability to at least...)					Chemotherapeutic Agent(s)				
Adapt to shift work			X		Confined spaces (see definitions)				
Cope with anger/fear/hostility of others in a calm way		X			Dust, Fumes, Gases				
Cope with a high level of stress		X			Extremes in Temperature or Humidity (see definitions)				
Demonstrate a high degree of patience	X				Hazardous or Moving Equipment				
Handle a high degree of flexibility		X			Infectious Disease Exposure				
Handle multiple priorities in a stressful situation		X			Laser Exposure				
Make decision under high pressure			X		Loud Noises (see definitions)				
Manage altercations			X		Radiation (Diagnostic/Therapeutic) Exposure				
Work Alone			X		Unprotected Heights				
Work in areas that are close and crowded				X	Vibration				
Verbal Communication	X								

Definitions

- Extremes in temperature (>90degrees F)/humidity (>80%RH)
- Loud noise: >85dBA, this can be judged when a person is within 3' from another person and has to raise their voice to be heard.
- Confined space: A space that is large enough to get in and out of, with limited means of access/egress and is not designed for human occupancy. Examples include air handler units, elevator pits, cooling towers, lift stations and underground vaults

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SUPV, ENGINEERING

Job Code: 1104

Reports To: Operations Manager/Chief Engineer

FLSA Status: NE

Creation/Revision Dates: 12/4/09, 10/11/12, 2/15/16

Job Family: 12 Engineering/Maintenance

Position Summary

Supervises, coordinates, and monitors various hospital and plant activities including reviewing daily activities of maintenance engineers.

Essential Functions

- Provides technical assistance to engineers by diagnosing, troubleshooting and resolving problems associated with the operation and repair of equipment, utilities, and building systems.
- Performs as an educator by training engineering staff in operation and maintenance of hospital systems and equipment.
- Performs, supervises and documents inspections of hospital systems required by code and regulatory agencies.
- Assists Operation Manager and/or Chief Engineer in all daily activities.
- Communicates with Operations Manager and/or Chief Engineer concerning assignments and keeps engineering management informed of activities, needs and concerns.
- Supports the engineering department through team commitment and staff involvement in engineering affairs.
- Manages various personnel functions including hiring, work assignments, coaching plans, and disciplinary actions.
- Maintains reasonably regular, punctual attendance consistent with Orlando Health policies, the ADA, FMLA and other federal, state and local standards.
- Maintains compliance with all Orlando Health policies and procedures.

Other Related Functions

- Assists in establishing and maintaining department standards of operation, policies and procedures, objectives, Quality Assurance, Safety, and Infection Control activities that are current and up-to-date.
- Ensures compliance with The Joint Commission and other licensure requirements, including: maintaining current operational and repair manuals for all utilities equipment, performing regularly scheduled tests of fire alarm system and keeping documentation current, informing and assisting the Operation Manager and/or Chief Engineer in resolving problems with fire alarm system, assisting in development of department budget, investigating incidents involving utilities equipment and making appropriate recommendation to Operation Manager and/or Chief Engineer.
- Ensures that work sites are left clean and that tools are returned to proper location.
- Performs all other duties as assigned.

Education/Training

High school graduate or GED required.

Licensure/Certification

None.

Experience

Five (5) years' experience in the trades field with a minimum of two of those years in a hospital environment.

Approval Signatures

Administrator Chris Coventry (signature on file)	Date 4/19/2016
Human Resources Tamaira Remy (signature on file)	Date 4/19/2016

Acknowledgement Signature

Team Member ID	Team Member Signature	Date

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FLSA Status: NE

Creation/Revision Dates: 12/4/09, 10/11/12, 2/15/16

Job Family: 12 Engineering/Maintenance

Essential Job Specific Functions

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Requirement	Continually	Frequently	Occasionally	Rarely/Never	Requirement	Continually	Frequently	Occasionally	Rarely/Never
General Requirements (needs the ability to at least...)					Required Lifting (needs the ability to lift at least...)				
Bend/Stoop		X			Up to 10 lbs	X			
Climb Ladders			X		11 to 24 lbs		X		
Climb Stairs		X			25 to 34 lbs		X		
Crouch		X			35 to 50 lbs		X		
Drive a company vehicle (CDL not required)		X			Over 50 lbs				X
Drive a company vehicle (CDL required)				X					
Kneel		X			Required Pushing/Pulling (needs the ability to lift at least...)				
Maintain Balance	X				Up to 10 lbs	X			
Maintain personal hygiene and appearance	X				11 to 24 lbs		X		
Reach		X			25 to 34 lbs		X		
Sit		X			35 to 50 lbs		X		
Stand		X			Over 50 lbs				X
Twist		X							
Walk		X							
Work extended time without a break		X							
Sensory Requirements (needs the ability to at least...)					Hand Manipulation (needs the ability to...)				
Hear - Normal Speech	X				Grasp	X			
Hear - Overhead Pages		X			Fine manipulation		X		
Hear - Telephone Use	X				Use keyboards &/or mouse		X		
Vision - Color		X							
Vision - Depth Perception	X				Other				
Vision - Far		X			Animal Handling				X
Vision - Fine Details	X				Has the ability to accept flexible schedule to meet unit needs.		X		
Vision - Near	X				Has the ability to accept call schedule to meet unit needs.				X
Mental & Emotional Requirements (needs the ability to at least...)					Environmental Exposure (Job Involves Exposure to ...)				
Adapt to shift work			X		Blood/Body Fluids Exposure				X
Cope with anger/fear/hostility of others in a calm way			X		Chemical Agents				X
Cope with a high level of stress		X			Chemotherapeutic Agent(s)				X
Demonstrate a high degree of patience	X				Confined spaces (see definitions)				X
Handle a high degree of flexibility		X			Dust, Fumes, Gases		X		
Handle multiple priorities in a stressful situation		X			Extremes in Temperature or Humidity (see definitions)				X
Make decision under high pressure		X			Hazardous or Moving Equipment				X
Manage altercations			X		Infectious Disease Exposure				X
Work Alone			X		Laser Exposure				X
Work in areas that are close and crowded			X		Loud Noises (see definitions)		X		
Verbally communicate	X				Radiation (Diagnostic/Therapeutic) Exposure				X
					Unprotected Heights				X
					Vibration				X

Definitions

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JOB DESCRIPTION

MAINTENANCE MECHANIC, SENIOR

Job Code: 1668

Reports To: Facility Manager/Chief Engineer

FLSA Status: NE

Creation/Revision Dates: 12/28/09, 12/2/11;
12/07/12; 4/22/15

Job Family: 12 Engineering/Maintenance

Position Summary

Performs corrective, emergency and preventative maintenance of electrical distribution, mechanical, HVAC, power generation, plumbing, medical gas systems, and building structures as required.

Essential Functions

- Responsible for inspection, calibration, adjusting, lubricating and repairing or replacing components as necessary.
- Completes assigned preventative maintenance work orders on utilities equipment components promptly and accurately such as replacing filters, lubricating motors and pumps, adjusting belts, and cleaning contacts, etc.
- Submits all required documentation to supervisor in a timely and accurate manner, including completed work orders.
- Maintains records of maintenance repairs. Inspects completed work for conformance to blueprints, specifications, and standards.
- Assist other Engineering personnel as needed in major repair or installation assignments.
- Establishes or adjusts work procedures to meet priority schedules.
- Assists in maintaining records to ensure compliance with state, federal and Joint Commission regulations.
- Coordinates, conducts, and documents all fire and life safety measures throughout the facility, including fire inspections, and procedures in conjunction with Safety and Security departments.
- Trains other Engineers and General mechanics in specific skills and conduct in-services as required.
- Participates and employs behavior that promotes teamwork to achieve department goals.
- Maintains reasonably regular, punctual attendance consistent with Orlando Health policies, the ADA, FMLA and other federal, state and local standards.
- Maintains compliance with all Orlando Health policies and procedures.

Other Related Functions

- Maintains established hospital and department policies, procedures, objectives, Quality Assurance, Safety and Infection Control activities.
- Attends in-services and meetings as required.
- Maintains all records and Information pertinent to work assignments.
- Keeps work area orderly, clean and safe.
- Learns and increases skills on various equipment and systems.

Education/Training

High school graduate or equivalent.

Licensure/Certification

None.

Experience

Five (5) years' experience in healthcare or similar environments as a maintenance mechanic. Two (2) years of experience is required if a trade or vocational school graduate.

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Creation/Revision Dates: 12/28/09, 12/2/11;
12/07/12; 4/22/15

Job Family: 12 Engineering/Maintenance

Approval Signatures

Administrator Christopher Coventry (signature on file)	Date 4/22/15
Human Resources Tamalra Remy (signature on file)	Date 4/22/15

Acknowledgement Signature

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Climb Ladders		X			11 to 24 lbs		X		
Climb Stairs		X			25 to 34 lbs		X		
Crouch		X			35 to 50 lbs		X		
Drive a company vehicle (CDL not required)			X		Over 50 lbs			X	
Drive a company vehicle (CDL required)				X					
Kneel		X			Required Pushing/Pulling (needs the ability to lift at least...)				
Maintain Balance		X			Up to 10 lbs		X		
Maintain personal hygiene and appearance	X				11 to 24 lbs		X		
Reach		X			25 to 34 lbs		X		
Sit		X			35 to 50 lbs		X		
Stand		X			Over 50 lbs			X	
Twist		X							
Walk		X							
Work extended time without a break		X							
Sensory Requirements (needs the ability to at least...)					Hand Manipulation (needs the ability to...)				
Hear - Normal Speech		X			Grasp		X		
Hear - Overhead Pages			X		Fine manipulation		X		
Hear - Telephone Use			X		Use keyboards &/or mouse			X	
Vision - Color		X			Other				
Vision - Depth Perception		X			Animal Handling				X
Vision - Far		X			Has the ability to accept flexible schedule to meet unit needs.		X		
Vision - Fine Details		X			Has the ability to accept call schedule to meet unit needs.		X		
Vision - Near		X							
Mental & Emotional Requirements (needs the ability to at least...)					Environmental Exposure (Job Involves Exposure to ...)				
Adapt to shift work		X			Blood/Body Fluids Exposure			X	
Cope with anger/fear/hostility of others in a calm way			X		Chemical Agents			X	
Cope with a high level of stress			X		Chemotherapeutic Agent(s)				X
Demonstrate a high degree of patience		X			Confined spaces (see definitions)			X	
Handle a high degree of flexibility		X			Dust, Fumes, Gases		X		
Handle multiple priorities in a stressful situation			X		Extremes in Temperature or Humidity (see definitions)			X	
Make decision under high pressure			X		Hazardous or Moving Equipment		X		
Manage altercations				X	Infectious Disease Exposure				X
Work Alone		X			Laser Exposure				X
Work in areas that are close and crowded			X		Loud Noises (see definitions)			X	
Verbally communicate		X			Radiation (Diagnostic/Therapeutic) Exposure				X
					Unprotected Heights				X
					Vibration			X	

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