



**San Juan County Public Hospital District No. 1**

<b>Job Title:</b>	<b>Director of Facilities / Preparedness Officer</b>	<b>Job Category:</b>	Full-time, Exempt At Will
<b>Department</b>	EMS Administration	<b>Hire Date:</b>	March 2004
<b>Location:</b>	Friday Harbor, WA	<b>Travel Required:</b>	Local: Regular Region: Occasional National: Rare
<b>Pay Range:</b>	30,000-50,000	<b>Scale:</b>	Salaried
<b>Reporting: Executive Assistant</b>			
<b>Job Description</b>			
<p><b>QUALIFICATIONS:</b></p> <ol style="list-style-type: none"> <li>1. Leadership experience with specialization in construction or related field, Associates Degree preferred.</li> <li>2. Minimum of three (3) years experience in construction or a related field.</li> <li>3. Public safety experience in preparing for external disasters and preparedness.</li> </ol> <p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of Washington law as it pertains to public safety and healthcare facilities, construction contracts and property control.</li> <li>2. Knowledge of NFPA regulations and codes. Knowledge of regulations pertaining to health, safety and environmental issues.</li> <li>3. Knowledge of OSHA/EPA standards for workplace safety and compliance.</li> <li>4. Knowledge of public safety preparedness for EMS response and mitigation.</li> </ol> <p><b>JOB GOAL</b></p> <p>To direct, supervise, and conduct all procurement, stocking, maintenance, and cleaning of agency facilities and equipment. To provide educational and support services to the administration and to ensure a safe, attractive and comfortable setting for learning and operations. To provide agency readiness to respond to external disasters and community needs in the event of a mass casualty event within the District.</p> <p><b>SUPERVISES:</b></p> <p>Volunteer Support and Supplies Officers, per-diem and contract workers.</p>			



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### **PERFORMANCE RESPONSIBILITIES:**

1. Work with staff and volunteers to assess, plan, purchase, and enable to effective deployment of the agency in responding to a mass casualty event within the district.
2. Develop needed resilience supplies, apparatus, and equipment to respond to a disaster.
3. Purchase, maintain, and train responders on equipment for disaster response.
4. Work with staff and volunteers to prioritize facility needs.
5. Develop long- and short-range plans for facility and equipment needs of the agency.
6. Plan, coordinate and supervise all projects conducted by maintenance personnel.
7. Develop cost analysis for all projects.
8. Establish and maintain the annual budget for the Maintenance Department for presentation to the administration.
9. Advertise, interview and recommend maintenance personnel needed to fill vacancies or new positions.
10. Manage environmental services for the District. (Waste management, recycling, environmental regulations compliance)
11. Ascertain that all projects are in accordance with regulatory standards.
12. Assure that all construction projects are in accordance with drawings and specifications.
13. Inspect buildings and grounds on regular basis to determine needed maintenance and repairs.
14. Meet with personnel to receive input on maintenance needs and / or new construction.
15. Establish an on-going preventative maintenance program for buildings, apparatus, and capital supplies and equipment.
16. Inventory equipment and materials.
17. Prepare bid package for bidding for equipment, supplies and materials.
18. Supervise maintenance personnel, conduct performance appraisals and recommend appropriate actions.
19. Assist in the development of administrative guidelines for maintenance services.
20. Serve as the agency's chief advisor on capital outlay, construction, renovation and remodeling projects.
21. Approve and report on all construction projects.
22. Provide for the inspection of all construction projects for compliance with building codes throughout all phases of construction and submit required compliance reports.
23. Coordinate and provide for inspection of improvement and renovation work.
24. Verify that the terms of all contracts have been fulfilled before authorizing pay requests.
25. Coordinate architects, engineers, governmental agencies, vendors, utilities, and contractors to obtain required services for projects.
26. Assist in the acquisition and disposition of agency owned real property
27. Prepare an annual comprehensive plan and budget.
28. Read blueprints and/or schematics and provide necessary directions toward



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accomplishing task.

29. Prepare the purchasing/distribution and capital projects budget.

30. Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the agency's approved compensation plan.

Employment is considered "at will" by State of Washington regulations.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the agency's policy on evaluation of personnel.