

**MASONIC VILLAGE**

**POSITION DESCRIPTION**

Position Title: Assistant Director of Facilities – Environmental Service FLSA Status: Exempt

Department: Facilites & Grounds

Supervisor Title: Director of Facilities & Grounds

**I. POSITION OBJECTIVE**

Provide direct oversight for a group of environmental service employees assigned to retirement living portion of campus to deliver efficient and high quality services through continuous improvement practices. Assigns and schedules work for employees, determines staffing needs and is responsible for employment recommendations, termination of staff, conducts performance reviews, and determines salary with department director. Assists the Department Director in developing budgets, implement projects, develop policies and serve as a liaison between departments and regulators agencies.

**II. ORGANIZATIONAL COMPETENCIES**

**Serving Others**

* Listens to their customers to identify and clarify their needs.
* Works with leadership and co-workers to develop workable solutions that best fit the needs/wants presented by the customer.
* Maintains a beneficial working relationships with all of our customers through continued communication.
* \*Customer is defined as resident, families, co-workers and vendors.

**Teamwork**

* Exhibits teamwork through the ability and willingness to work and communicate with the members of the organization in achieving Masonic Villages’ goals.
* Provides support and resources to assist in the success of the team and how it interacts with other teams within the organization.
* Provides timely, constructive, and respectful feedback to the team and team goal(s).
* Assists co-workers in the completion of tasks.

**Trust and Respect**

* Exhibits actions and behaviors that are respectful toward creating an environment where all individuals are treated with compassion, dignity, and honesty.
* Relationships are built on treating others as we want ourselves to be treated. Exhibits an understanding and acceptance of cultural differences.
* Respect for co-workers in timely attendance, active engagement at meetings and following through on the completion of job duties or assignments.

**Personal Accountability**

* Engaged in the success of the organization through commitment to Masonic Villages Mission, Vision, and Values. Personally adheres to the Personnel Policy Handbook and the Code of Conduct of the Masonic Villages.
* Assists co-workers and others in following the established employment guidelines and policies of the Masonic Village.

**Personal Responsibility**

* Takes ownership of his/her actions and words.
* Models behavior that results in thoughtful decision making, critical thinking, and problem solving.
* Successfully completes assigned tasks and job duties, and if needed, requests guidance/assistance for tasks and job duties from leadership and co-workers.
* Willingly assists co-workers as they learn new tasks and job duties and will assist with the completion of a job or task that requires more than one person for completion.
* Is punctual to begin work at the designated start time of each shift and leaves work at the designated end time of each shift.
* Understands that consistent work attendance is required and avoids excessive absenteeism. Will follow Masonic Villages and/or departmental guidelines for attendance.

**III. ESSENTIAL FUNCTIONS/PROFESSIONAL COMPETENCIES**

1. Organize and develop goals and objectives for the Retirement Living environmental service team, work with other administrators, directors, managers, supervisors, leads and their personnel to coordinate efforts utilizing a team approach between individuals and groups to complete tasks, trouble-shoot and solve problems to effectively monitor, manage and improve all processes to achieve excellence to all quality standards and benchmarks.
2. Direct and oversee the interior spaces and exterior surroundings of the retirement Living facilities (through regular inspections) and deliver efficient and high quality services through continuous improvement practices for facility operations, assuring that the facility is maintained at the highest operational standards and aesthetically pleasing environment for residents, visitors, and employees.
3. Responsible for maintaining established staffing plan through effective recruitment, interviewing and selection of the best suited candidates. Mentor staff through regular performance reviews and refer to continuing education programs. Adheres to the progressive discipline policy/procedure outlined in the Masonic Villages’ Personnel Policy/Code of Conduct Handbook
4. Assist the Director to develop and manage an annual operating and capital budgets, long-range capital plan, as well as, assistance of capital construction projects of the Retirement Living buildings insuring facilities groups and outside contractors are completing corrective, preventive, renovation, project and other work in a timely, efficient and professional manner. Develop processes and schedules for resident room turnovers, involving multiple facility groups and departments to meet critical timelines.
5. Ensure compliance to all company safety practices with knowledge of DOH, OSHA, local, state and federal requirements, applicable building and all other applicable regulatory agency requirements and regulations. Insure personnel are properly trained in facility operations, operation of equipment, infectious control and PPE. Insure that all contractors and staff working in the Retirement Living buildings are obeying all safety protocols and report unsafe practices to the department Director.
6. Ability to advise and assist the Director on the allocation of labor, setting of priorities, management of time and setting of requirements to insure the environmental service team meets the needs of the for completion of work orders and assigned responsibilities.
7. Utilize a computer to maintain all construction documents, training documents and payroll labor. Be available for emergencies and rotating call duty along with Supervisors during weekends and holidays as indicated by the schedule. Maintains professional growth and development by attending educational, technical and training programs, seminars and courses. Maintains professional affiliations.

**IV. KNOWLEDGE / EXPERIENCE REQUIREMENTS**

1. High School Graduate or equivalent. Certifications in Facility Management or Environmental Services preferred.
2. 5-8 years of Facility Management leadership experience. Environmental Service experience preferred.
3. A strong knowledge of healthcare regulatory agencies policies, codes, standards and regulations, construction practices and building codes
4. Must have experience in allocation of labor, time management and supervision
5. Must have a valid Pennsylvania Driver’s License
6. Excellent communication skills to all levels of staff. Strong written, oral, organizational, computer skills.

**VI. PHYSICAL JOB REQUIREMENTS**

**See Physical Job Requirements Checklist in Human Resource**

**VII. APPROVALS FOR POSITION DESCRIPTION**



Michael Katzenmoyer

Name (Please Print) Signature

Director of Facilities & Grounds \_\_ June 30, 2021

Title Date

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*