

Class Specifications
for the Class:FACILITIES OPERATIONS MANAGER
SR-26; BU:23Duties Summary:

Develops, implements and finalizes all capital improvement projects including land issues for a region in the Hawaii Health Systems Corporation. Serves as chief advisor to the Regional Chief Executive Officer for capital improvement projects; coordinates all major bids for equipment and construction for the region; develops and administers policies and procedures to meet environmental needs; assist in the planning for future development of new services and growth of services; oversees several hospital departments at multiple facilities and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for evaluating, coordinating and completing all capital improvement projects for multiple facilities in a region, which involves, responsibility for planning, directing, and coordinating multiple construction activities for small to large projects to ensure that they are completed within the period of time, budget and scope of work assigned; ensuring that all standards and requirements are met for Federal, State and private accrediting bodies.

Supervises a staff of facilities operations, maintenance technical experts, and other environmental services experts.

Positions in this class receive general direction from the Chief Executive Officer or designee.

Examples of Duties:

Plans and coordinates a collaborative facilities section for a region in the Hawaii Health Systems Corporation; responsible for all capital improvement projects which include acquiring cost estimates for the design, construction and permit as applicable; develops and administers policies and procedures to meet environmental needs; coordinates schedule and with the consultants, contractors and construction management firms; responsible for the operational and administrative control procedures within the broad framework of legal and department standards and requirements; clarifies, interprets, applies and secures compliance with laws, rules,

regulations, policies and procedures; confers and consults with the other technical staffs of the departments; in conjunction with the Project Manager coordinates facility, land and building consulting contracts for or with the Regional CEO; develops programs and improvements in activities and operations; controls and assures the effective implementation and conduct of facilities activities and operations through the assistance of subordinate supervisory personnel; coordinates work with that of department or consultant personnel; plans, organizes and participates in training programs; prepares periodic and special reports on regional activities and programs; may be assigned responsibility for Environment of Care (EOC) and all related activities (i.e., Bio-Medical, Life Safety, Emergency Preparedness, Safety, Utilities Management, Hazardous Materials), ensures that all standards and requirements for Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Occupational Safety & Health Administration (OSHA), Center for Disease Control & Protection (CDC), Centers for Medicare & Medicaid Services (CMS), and Department of Health (DOH), construction regulatory agencies (i.e., Department of Land and Natural Resources (DLNR); county building and permits and other requirements are met; establishes and maintains good public relations with a variety of groups; supervises several department managers.

Knowledge of: Operational knowledge of building construction, inspection and maintenance principles and practices; legal requirements of building, plumbing and electrical codes; methods and practices used in the preparation of specifications, estimates and contracts; principles and practices of supervision, U.S. Environmental Protection Agency (EPA), Occupational Safety & Health Administration (OSHA), construction regulatory agencies (i.e., Department of Land and Natural Resources (DLNR); county building and permits; familiarity with common office equipment and supplies; use of a personal computer and common business software programs; good customer service principles; and report writing.

Ability to: Plan, organize, and coordinate programs and activities; interpret laws, rules, regulations and policies; secure and analyze facts and data and make sound decisions; analyze and prepare clear and concise reports; work well under pressure in order to meet deadlines; maintain cooperative working relationships; deal tactfully and effectively with employees, physicians and others.

This is the first class specifications, for the class Facilities Operations Manager.

DATE APPROVED: October 26, 2006

JANICE WAKATSUKI
VP/Director of Human Resources