

# Cordova Community Medical Center

## Job Description

### Building Service Manager

Job Title:	Building Service Manager	Status:	Full-Time
Supervisor:	CEO	Pay Grade:	DOE
Department/Division:	Maintenance	Classification:	Exempt

### POSITION SUMMARY

Under the direction of the CEO, this position requires the ability to maintain all property and equipment of the Cordova Community Medical Center to a ready condition in accordance to all State and Federal Health Care Facility and Life Safety codes, as well as the policies and procedures of Cordova Community Medical Center. As the Building Service Manager you are delegated with administrative authority, responsibility and accountability necessary for carrying out your assigned duties. This position is a working management position. Supervisory responsibilities are over the maintenance technicians and the building itself.

### ESSENTIAL RESPONSIBILITIES

- Maintain an excellent working relationship with the medical professionals and other health related facilities and organizations.
- Perform daily inspections of the heating system, air handlers, hot water system, and circulation pumps.
- Perform a complete walk around inspection of the entire facility looking for any lights that need replacing and any other damage to the building that will need to be repaired.
- Responsible for disposal of all biohazard material.
- Complete written reports and records of necessary equipment.
- Make repairs as assigned by your supervisor.
- Participate in programs designed for in-service education, on the job training and orientation process.
- Assist in evaluating and implementing recommendations from the facility's committees, e.g.: Quality Assurance and Infection Control.
- Comply with established safety precautions at all times.
- Maintain the care and use of supplies, equipment, etc., and maintain the appearance of assigned areas.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

### QUALIFICATIONS

**EDUCATION:** High School Diploma or GED equivalent required.

**EXPERIENCE:** Knowledge of carpentry, plumbing, heating, and electrical is preferred.

**REQUIREMENTS:** Must have the initiative to carry out assigned tasks with/without constant supervision. Must be able to read, write and speak the English language. Must possess the ability to make independent decisions when circumstances warrant such action. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public. Must be a minimum of eighteen (18) years of age. Have the ability to interpret policies and procedures. Must be physically able to perform the listed duties satisfactorily. Must be able to follow direction well.

**ADDITIONAL REQUIREMENTS**

Upon date of Hire:      Current Negative TB Test  
Ability to Pass a DHSS Criminal History Background Check and Drug Test  
Must be current in immunizations.

**EQUAL EMPLOYMENT OPPORTUNITY**

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

**ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION**

**Position: Building Service Manager**

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name