

HEALTH CARE SERVICE CORPORATION

JOB DESCRIPTION

BASIC FUNCTION:

This position is responsible for managing HCSC property functions for assigned span of control. Responsible for metro facilities, remote facilities, or a combination of metro and remote state facilities, depending on facility sizes, type/mix, and number of occupants, geographic proximities, and overall budget.

ESSENTIAL FUNCTIONS:

1. Comprehensive property/operations management service function including:
 - a. Appropriate accommodation as well as continuous operation of corporate facilities for assigned locations.
 - b. Construction management, oversight and direction.
 - c. Access control / physical security coordination with Safety & Security, including fire drills and inspections
 - d. Service management
2. Prepare and monitor annual operating expense and capital/replacement budgets and is accountable for budget planning/performance and operational effectiveness for span of control.
3. Authorize the purchase of items and expenditure of funds in accordance with the approved budget and current systems and processes.
4. Full asset management responsibility.
5. Responsible for the hiring/selection, workflow management, employee development, communication, motivation, and performance management of direct report(s) for some or all of the following:
 - a. Manager/Unit Manager(s) Facilities Operations
 - b. Senior Supervisor, Supervisor(s)
 - c. Facilities/Asst. Facilities Representative(s)
 - d. Administrative Services staff (depending on state, may include conference & training, expense processing, internal moves, adds and changes, warehousing, records management)
 - e. Administrative Assistant or Department Secretary
 - f. Contracted Staff (movers, electricians, carpenters, painters, maintenance engineers, janitorial staff, landscapers, etc.)
6. Outsourced services management: (approximately 50-200 people).
7. Promote cost control activities and participates in special projects.
8. Respond to all facilities related emergencies and control the situation.
9. Manage the process of FSRs, including approvals, coordination, budgeting, implementation and reconciliation, using the FSR process and coordinating, as appropriate, with Engineering and Construction, Corporate Planning, Safety and Security and ITG management.

10. Portfolio management of some or all of the department records, files or reports processes (such as leases, subleases, retail tenant leases or licenses, contracts, asset inventories, certificates of insurance, site-specific files, inspection documents, historical expense records, etc.).
11. Liaison with retail or commercial tenants regarding compliance with Rules and Regulations, enforcement of standard procedures, development and coordination of client programs and their use of corporate facilities for special events.
12. Instill a pro-active customer service orientation in all direct reports and contractors by overseeing the timely/daily management of department responsibilities and promoting innovation in solutions to facilities requests and requirements.
13. Communicate and interact effectively and professionally with co-workers, management, customers, etc.
14. Comply with HIPAA, Diversity Principles, Corporate Integrity, Compliance Program policies and other applicable corporate and departmental policies.
15. Maintain complete confidentiality of company business.
16. Maintain communication with management regarding development within areas of assigned responsibilities and perform special projects as required or requested.

JOB REQUIREMENTS:

- * Bachelor degree in engineering, administration or real estate, and 4 years asset management experience or 8 years asset management experience.
- * Experience with property management.
- * Community relations skills.
- * Clear and concise verbal and written communication skills.
- * PC proficiency to include Word and Excel.

CAREER PATH: No