



**Job Code:** 8073

**Grade:** 24

**HCWR:** N

**Job Title**

Chief Facilities Officer

**Department**

Administration

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Chief Facilities Officer is responsible for administering and directing programs to manage clinical engineering, plant operations, environmental services, buildings & grounds, safety & security, environment of care, transportation, parking and fleet management for all Cook County Health (CCH) facilities and premises. The Chief Facilities Officer leads all CCH programs in a manner that creates an overall culture of safety for all CCH employees, patients and visitors ensuring all CCH buildings and facilities operate within the environment of care standards and are in compliance with federal, state, county and city regulatory agency requirements. The Chief Facilities Officer will be responsible for CCH' Disaster Management program.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Reviews and evaluates existing programs, services, policies and procedures and identifies and addresses areas for quality improvement
- Determines appropriate distribution of work assignments and adequate personnel to ensure services are provided in a timely and efficient manner
- Develops both long- and short- term objectives consistent with CCH goals
- Prepares operational and capital budgets and assures expenses are within annual budget
- Confers with and accompanies regulatory agency surveyors during inspections, when necessary
- Attends and participates in labor disputes and union negotiations as requested by CCH Human Resources and Labor Relations
- Creates a culture of service and excellence to provide the highest quality of healthcare to the patients of CCH
- Develops an effective leadership team and success plan for all senior positions
- Creates an environment that values and seeks excellence
- Oversees and guides Directors and staff in the areas of Clinical Engineering, Plant Operations, Environmental Services, Buildings & Grounds, Safety and Security, Environment of Care, Life Safety, Environment of Care, Transportation, Parking and Fleet Management in performing their leadership duties.
- Provides direction and implementation of all aspects of clinical engineering, building operations, housekeeping, maintenance, remodeling, construction and other assigned departments, areas or functions in Clinical Engineering, Plant Operations, Environmental Services, Building and Grounds
- Keep medical equipment, mechanical, electrical and plumbing systems operating by establishing and enforcing operating and preventive maintenance rules and arranging for repairs to ensure operational efficiency
- Leads planning and implement of building improvements and expansions
- Work with CCH Leadership and staff to meet the needs of the facility
- Works with the Cook County Office of Capital Planning and Policy and assists in the supervision of facility and building construction projects
- Provides direction to hospital security personnel and members of law enforcement staff across the health system to ensure all staff, visitors, and patients act in accordance with



### **Typical Duties**

professional standards and protocols of safety with respect to incident prevention, investigations, emergency response actions, and all related standards of public and patient safety

- Coordinates with federal, state, county and city law enforcement officers where activities of public peace and safety are involved
- Conducts surveillance such as periodic walks or rounds of core areas throughout CCH to ensure compliance with environmental standards, sanitation, security and comfort
- Plans, organizes and directs a comprehensive public safety and security operation and ensures public safety objectives are met in accordance with CCHS goals
- Prepares and review plans of correction in response to identified or cited safety deficiencies
- Prepares CCH for emergency response activities by overseeing and training life safety and emergency response teams, coordinating drills and exercises for emergency response and evacuation in cooperation with site Leadership and site-specific emergency response teams, establishing and maintaining emergency supplies and equipment and conducting emergency response program compliance and effectiveness audits
- Oversees the development, implementation and monitoring of CCH life safety policies and procedures to ensure all CCH building and facilities provide a safe environment for patients, employees, vendors and visitors
- Prepares reports on life safety activities including, hazard surveillance rounds, fire drill performance, complaint investigation and summary of corrective actions
- Leads the development and implementation of life safety training programs for current and new employees and directs the implementation of life safety plans during emergency occurrences
- Handles in-house emergencies such as floods, shortages, utility failures, lockouts and utilizing the available resources and manpower to maintain normalcy and continued patient care and delivery of vital services
- Assists with pedestrian traffic flow planning
- Assists students, faculty, staff, patient and visitors in maintaining compliance with parking rules and regulations
- Oversees Parking Standard Operating Procedures in relation to System parking locations, occupancy and revenue
- Oversees the inventory and management, including maintenance and operation, of CCH vehicles
- Performs other duties as assigned

### **Reporting Relationship**

Reports to Chief Executive Officer-CCHHS

### **Minimum Qualifications**

- Bachelor's degree from an accredited college or university
- Seven (7) years of facilities operations and/or plant operations work experience in a large multi-site organization
- Three (3) years of management and/or supervisory experience
- One (1) year of experience with a unionized workforce



**Minimum Qualifications**

- Prior project management experience
- Current experience with Life Safety Codes
- Proficient using Microsoft Office

**Preferred Qualifications**

- Master's or advanced degree from an accredited college or university
- Five (5) years of supervisory/management experience
- Licensed as an Engineer or licensed in a hospital-related trade
- Current hospital and/or healthcare system experience

**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to balance competing priorities and agendas
- Effective communication skills
- Strong analytical skills
- Ability to use sound judgment and make sound decisions
- Effective interpersonal and negotiating skills
- Strong delegation skills and the ability to hold subordinates accountable
- Credibility and high integrity
- Ability to build effective teams and to lead, mentor and develop management
- Ability to work with health system governing body, community organizations, and the media
- Creative problem solver, who can manage conflict effectively and in an objective manner, is energized by challenges and change and can conceive of solutions that are within the financial constraints of the organization
- industry
- Knowledge of applicable Federal and State laws and regulations related to the healthcare
- Sensitivity and respect in caring for patients and in dealing with clients of diverse backgrounds
- Knowledge and experience with hospital accreditation and regulatory requirements
- Experience supervising hospital building projects and strong leadership skills
- Excellent conflict resolution and negotiation skills
- Excellent communication skills to prepare materials and to correspond with CCHHS personnel and the general public
- Conflict management skills and demonstrated ability to handle incidents in a manner that is focused on deescalating problems
- Strong decision-making skills and demonstrated ability to make decisions in an emergency situation
- Experience working with emergency response and life safety initiatives
- Ability to build relationships within the organization and to represent CCHHS with appropriate regulatory agencies
- Knowledge of applicable National Incident Management System (NIMS) requirements and implementation standards



**Knowledge, Skills, Abilities and Other Characteristics**

- General office environment where work is generally sedentary in nature, but may require standing and walking for up to 80% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.
- Environmental Demands

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**