

County of Cook

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8073
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE
Executive Director of Facilities

DEPARTMENT
Administration

Job Summary

Under the direction of the Chief Operating Officer (COO) of Hospital Based Services, the Executive Director of Facilities is generally responsible for: administering and directing programs to manage building maintenance, utilities, grounds, and equipment for all Cook County Health and Hospitals System (CCHHS) facilities and premises; providing leadership for all CCHHS safety and security programs in a manner that creates an overall culture of safety for all CCHHS employees, patients and visitors; supporting by overseeing CCHHS parking facilities and CCHHS fleet management; and overseeing all life safety management activities within CCHHS and ensuring all CCHHS buildings and facilities, system-wide, operate within the environment of care standards and are in compliance with federal, state, county and city regulatory agency requirements.

Also responsible for CCHHS' Disaster Management program.

This position is exempt from Career Service under CCHHS Personnel Rules.

Typical Duties

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses 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
- Works with Labor Relations to discern past practice when necessary

Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Typical Duties (continued)

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

Other Responsibilities

- 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 CCHHS goals
- Prepares operational and capital budgets and assures expenses are within annual budget
- Confers with and accompanies regulatory agency surveyors during inspections, when necessary
- Participates in labor disputes and union negotiations as requested by CCHHS Human Resources and Labor Relations
- Creates a culture of service and excellence to provide the highest quality of healthcare to the patients of CCHHS
- Develops an effective leadership team and creates a culture where succession planning is in place for all senior positions
- Creates an environment that values and seeks excellence
- Oversees and guides Directors in the areas of Plant Operations, Buildings & Grounds, Safety and Security, Environment of Care, Life Transportation and Fleet Management in performing their leadership duties, which duties include, but are not limited to the following areas:

Plant Operations / Buildings & Grounds

- Responsible for the direction and implementation of all aspects of building operations, remodeling, construction and other assigned departments, areas or functions in Plant Operations, Maintenance and Grounds
- Keep medical equipment, mechanical, electrical and plumbing systems operating by establishing and enforcing operating and preventive maintenance rules and arranging for repairs
- Lead planning and implementing building improvements and expansions
- Work with System Managers to meet the needs of the facility
- Works with the Cook County Office of Capital Planning and Policy and assisting in the supervision of facility and building construction projects

Typical Duties (continued)

Safety & Security

- Providing direction to hospital security personnel and members of law enforcement staff across the health system to ensure all CCHHS staff, visitors, and patients act in accordance with professional standards and protocols of safety with respect to incident prevention, investigations, emergency response actions, and all related standards of public and patient safety
- Coordinating with federal, state, county and city law enforcement officers where activities of public peace and safety are involved
- Conduct surveillance in the form of periodic walks or rounds of core areas of the complex to ensure compliance with environmental standards, sanitation, security and comfort
- Plan, organize and direct a comprehensive public safety and security operation and ensuring public safety objectives are met in accordance with CCHHS goals

Life Safety and Environment of Care

- Conduct risk assessments, hazard surveillance rounds and fire drills
- Prepare and review plans of correction in response to identified or cited safety deficiencies
- Maintaining Life Safety and Utility Systems programs
- Direct and coordinate life safety plans during environmental emergency occurrences
- Prepare CCHHS 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 Life Safety Coordinators and site specific emergency response teams, establishing and maintaining emergency supplies and equipment and conducting emergency response program compliance and effectiveness audits
- Oversee the development, implementation and monitoring of CCHHS life safety policies and procedures to ensure all CCHHS building and facilities provide a safe environment for patients, employees, vendors and visitors
- Prepare reports on life safety activities including, hazard surveillance rounds, fire drill performance, complaint investigation and summary of corrective actions
- Lead the development and implementation of life safety training programs for current and new employees and directing the implementation of life safety plans during emergency occurrences
- Handle 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

Parking and Fleet Management

- Assist patients in getting to the correct location by studying patient service schedules, planning movement schedules, responding to special requests and designing and improving response systems
- Assist students, faculty, staff, patient and visitors in maintaining compliance with parking rules and regulations
- Oversee Parking Standard Operating Procedures in relation to System parking locations, occupancy and revenue
- Oversee the inventory and management, including maintenance and operation, of CCHHS vehicles
- Performs other duties as assigned

Reporting Relationships

The Executive Director of Facilities reports to the Deputy CEO, Operations.

Required Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree
- Five (5) years of facilities work experience or experience in a related field
- Three (3) years of management / supervisory experience

Preferred Qualifications

- A 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
- Experience with a unionized workforce
- Previous public 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
- Knowledge of applicable Federal and State laws and regulations related to the healthcare industry
- 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, Skills, Abilities and Other Characteristics (continued)

- Knowledge of applicable National Incident Management System (NIMS) requirements and implementation standards

Physical and Environmental Demands

This position functions 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.

Working Conditions and Physical Demands

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.

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.

Approval:

Dr. John Jay Shannon
Chief Executive Officer

Date

Approval:

Barbara Pryor
Deputy Chief of Human Resources

Date