

MORTON COMMUNITY HEALTHCARE CENTRE

Job Description – FACILITY & TENANT MANAGEMENT

Title

Facility & Tenant Management

Reports To

The Lakefield Community Medical Support Foundation's Board of Directors

Summary

The Property Manager manages daily relationships with different tenants, employees and patients through the coordination of operational activities, leasing and by representing the building owner to both tenants and the public. The Property Manager shall protect, maintain and improve the value of the Board's real estate assets. The Property Manager understands customer needs as well as meets the requirements for financial return on the property.

Job Duties – include but not limited to the following administrative and physical plant responsibilities:

- Communicate with and Liaise between the Centre's Tenants (physicians and allied healthcare practitioners), patients, public, donors, volunteers and the Board of Directors;

- Participate in regular Board of Director meetings as required;

- Negotiate leases and ensure that terms of leases/Contract agreements are met (including rent collection);

- Maintenance of accurate financial and banking records, and making of bank deposits;

- Analyze and distribute monthly financial statements including operating variances from budget, cash management and strategies for collecting receivables;

- Maintenance of monthly and annual financial statements for BOD;

- Participate in the development and implementation of policies and procedures that affect the use of facilities and equipment;

- Ensure effective management of loss prevention, risk management, security, maintenance, landscaping, snow removal, ventilation, heating, cooling and other daily activities;

- Develop a program of preventative and restorative maintenance and cleaning of grounds, facility, equipment and systems including requisite monitoring, inspections and record keeping;

- Ensure disposal of waste; recycling, etc. to requisite standard;

- Negotiate and maintain third party service provider contractual arrangements, and payments of invoices;

- Ensure maintenance of MCHC's equipment and facilities, physical plant and systems, including fire safety, security and alarm systems and keeping necessary record keeping;

- Ensure that tenants/staff participate in fire safety and disaster drills.

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Plan, coordinate and conduct all fire drills in building in accordance with Fire Regulations.

Responsible for the safety of all tenants, visitors and staff.

Maintain guard service or door locks and key control to ensure building security.

Perform an annual facility assessment to identify required improvements and repairs.

Develop, evaluate, and maintain Preventative Maintenance Program.

Responsible of the buildings exterior and interior maintenance.

Take part in vendor and consultant selection and manage the work of consultants as well as review contractor invoices.

Ensure the performance, condition, and reliability of all plumbing, mechanical and electrical equipment to ensure efficient operation of all equipment.

Ensure that outside services are properly supervised and completed in accordance with contracts or work orders.

Schedule required major equipment purchases, remodelling, and special projects, as assigned.

Purchase equipment and supplies as required.

Maintain consistent on-site presence (Monday-Friday – 8:00 a.m.-5:00 p.m.) and after hours on call availability

Maintain work logs, and;

Ensure compliance with applicable statutes, regulations and by-laws:

The list of duties and responsibilities outlines above is representative, and not a complete list of tasks which may be required.

Requirements

Minimum 3 years of experience in a related field, preferably in a health care facility required.

Ability to work independently in overseeing the ongoing management and operation of the Centre.

Strong communication skills (both verbally written and computer).

Able to build and maintain lasting relationships with corporate departments, key business partners, and customers.

High level of proficiency with Microsoft Office productivity suite.

Well-developed problem solving skills and ability to develop conceptual alternatives.

Able to find new methods and principles and ability to incorporate them into existing maintenance practices as needed.

High degree of resourcefulness, flexibility, and adaptability.

Must have the ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies, procedures, etc.

Strong negotiation and prioritization skills.

Must be knowledgeable in building codes and safety regulations.

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