

# Trillium Health Job Descriptions

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**Title:** Director, Environmental Services

**Division:** Operations

**Department:** Operations

**FLSA Status:** Exempt

**Reports To:** Chief Operating Officer, SVP Programs and Services

**Direct Reports:** Manager, Facilities and Transportation, External Security Personnel

<b>Employee Review:</b>	<b>Date:</b>
<b>Supervisor Review:</b>	<b>Date:</b>
<b>HR Review:</b>	<b>Date:</b>

**Purpose:** Responsible for the planning, development, management, purchasing and evaluation of all facility and transportation related matters. Maintain safety and security requirements throughout the facility and for agency vehicles. Identifies and reports maintenance problems and responsible for coordinating appropriate repairs for facility and vehicles.

## Key Job Responsibility Areas

1. Facility & Transportation
2. Security
3. Leadership and Management
4. Miscellaneous

## Detail of Key Job Responsibility Areas

### 1. Facility

- A. Direct the Facilities Management team in the facility maintenance, custodial, construction, remodeling, security, transportation, procurement, and mail operations.
- B. Manage the organization's real estate portfolio in the management and negotiation of existing property leases, acquisition of new properties or disposal of existing physical assets.
- C. Analyze the real estate market to identify opportunities, recommend the acquisition and disposition of real estate properties ensuring adherence to the organization's long term vision.
- D. Manage and participate in capital planning as appropriate and ensures compliance to established regulations as well as a safe work environment and to maintain company assets to meet current and future business needs.
- E. Manage all capital projects ensuring that costs, timing, and contract requirements are met.
- F. Manage and participate in the direct the planning, design, development, construction, and alteration of physical facilities and real property at all company locations.
- G. Direct and ensure coordination of Facilities Management operations and future planning of the organization's facilities and establishes procedures for maintenance, repair and/or replacement of facilities, grounds, and vehicle fleet and systems equipment.
- H. Represents the organization in new site acquisitions, including site identification, assessment, design, development, and move.
- I. Ensures compliance with applicable building and safety codes, hazardous waste disposal, OSHA,

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hazardous materials, etc.;

- J. Complies with all federal, state and local codes, laws and regulations governing the organization, including OHSA, ADA, Article 28, and FQHC.
- K. Defines and enforces procedures regarding the use of agency vehicles

## 2. Security

- A. Provide oversight and manage the organization's security function and establish and maintain comprehensive safety plan.
- B. Maintains effective communication with all City and County law enforcement officials. Investigates and reports incidents of a criminal nature to the appropriate municipal authority.
- C. Manage the Emergency Management processes and plan.
  - a. Communicate and collaborate across the organization to ensure the changes are addressed and to ensure the information in the plan is up to date.
  - b. Monitor weather and area emergency situations and keep COO informed so that timely decisions can be made.

## 3. Leadership/Management

- A. Assigns appropriate projects and responsibilities to direct reports.
- B. Monitors the day to day activities, assignments and performance of direct reports.
- C. Develop and maintain collaborative working relationships with staff at all levels within the organization.
- D. Hire, train and orient qualified candidates that are an appropriate match for the Trillium culture.
- E. Manage and supervise staff, including but not limited to positive leadership, expectation setting, project oversight and support, coaching, staff development as well as regular performance feedback, management and evaluations.
- F. Maintain departmental climate that attracts, retains and motivates quality high performing talent and one that that supports the expected Trillium behaviors and business impacts to provide Extraordinary Care always.
- G. Completes and manages departmental budgets and operates within budgetary guidelines. Maintains appropriate records for tracking expenses. Provide appropriate oversight of development, facilities systems and procedures.
- H. Develop and manage appropriate policies and procedures related to all areas in Environmental Services.
- I. Establish and coordinate departmental metrics and reporting.

## 4. Miscellaneous

- A. Requires the ability and commitment to respect and support inclusiveness and diversity including but not limited to individuals of different backgrounds, cultures, races, ages, sexual orientations, gender identities or expressions, experiences, opinions, etc.
- B. Requires individual demonstration of commitment to the One Trillium behaviors and business impacts and modeling them in the organization.

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- C. Responsible for maintaining confidentiality of all patient, client, employee, protected and proprietary information.
- D. Employees are accountable for meeting the performance standards of their departments and must participate as requested in compliance audits, process improvement and quality improvement plans.
- E. Other specific duties as assigned.

## Qualifications

Bachelor's Degree in Business Administration, Public Administration, Environmental Science, Environmental Engineering and five years' experience in facility oversight. Ability to multi-task. Minimum of three years' experience working in facilities management. Management of facility renovations and/or construction strongly preferred. Must be able to lift and/or move up to 25 lbs. Must meet the agency driving requirements for this position.

Knowledge of all phases of physical plant operation, maintenance and repair, planning, scheduling, management and administration of the plant; federal, state, and local regulation safety practices; record keeping and report writing experience; Technical knowledge and skills in working with air-conditioning and heating systems; Knowledge and experience with state and local safety, fire, construction, and public access regulations experience; an understanding of blueprints and building codes; experience developing cost estimates and budgets;

## Competencies

Ability to communicate effectively

Strong interpersonal skills to maintain effective relationships with other department staff, faculty, students and the public;

Ability to express oneself clearly and concisely in presenting ideas and concepts both in verbal and written form, including preparation of legible and accurate security reports;

Skill in areas of budgeting and financial administration

General management and organizational skills necessary to administer large and diverse department;

Flexibility and ability to cope with several tasks simultaneously are required;

Computer literate in Windows environment;

## Physical Requirements

While performing the duties of this job the employee is required to stand, sit, walk, use hands to finger, handle, or feel; reach with hands and arms, talk and hear. Occasionally the employee must stoop, bend

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and lift or move up to 25 lbs. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.