

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER		
Facilities Management		
POLICY AND PROCEDURES		
SUBJECT:	FACILITIES MANAGEMENT DIRECTORS DUITES	Policy No.: 104
Reviewed:	September 2020	Page 1 of: 1
	Supersedes: March 2018	

DUTIES:

1. Responsible for all the functions and services of the Facilities Management Director.
2. Responsible for Facilities Management Department reorganization.
3. Attends meetings as designated by Hospital's Chief Executive Officer.
4. Hold Supervisor's Meetings to keep the supervisors abreast of projects.
5. Meets weekly with Assistant Facilities Management Director.
6. Supervises key control.
7. Represents the hospital at meetings with other County departments where so indicated by CEO.
8. Responsible for Bi-Monthly and Quarterly Reports to CEO.
9. Responsible for all personnel actions: hiring, firing, transfers, demotions, etc.
10. Responsible for all correspondence leaving Facilities Management Department.
11. Responsible for proper material and manpower accounting and job control.
12. Responsible for the compliance of buildings and utilities for existing codes.
13. Responsible for all hospital planning that affects buildings on the facility.
14. Responsible for all hospital services interruptions caused by facilities failures.
15. Responsible for the Environment of Care Committee and acts as the Chair.

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