



**LAC COURTE OREILLES  
COMMUNITY HEALTH CENTER  
13380 W Trepania Road • Hayward, Wisconsin 54843-2186**

**Telephone: 715-638-5100  
Administration Fax: 715-634-6107  
Medical Records Fax: 715-634-2740**

**Position:** Facilities Director

**Location:** Lac Courte Oreilles Community Health Center

**Salary Range:** Negotiable

**Posting Date:** October 13, 2021

**Closing Date:** October 26, 2021

**Description of Position:**

The Facility Director position is to oversee the maintenance of buildings and grounds of the LCO-CHC. The director will manage landscaping, building repairs, construction, renovations, housekeeping, and ordering of supplies for the facilities. Will organize and set up furniture and workstations, manage the budget for a facility's repairs and maintenance, relocate offices and workstations as needed, and communicate with contractors. Ensure that the working environment is suitable and safe for the employees and patients of the Health Center.

**Qualifications:**

- High School diploma or equivalent required
- Bachelor's degree in engineering or facilities management preferred or Associates degree required with equivalent experience of 2 years preferred.
- Background in infection control highly preferred.
- Must demonstrate strong oral and written communication, problem-solving, leadership, and organizational skills. Strong interpersonal skills are also a must.
- Must be driven to meet deadlines, capable of working with little or no supervision, and have an eye for detail.
- Have the ability to set schedules, maintain budgets, and exercise time management skills is essential to the success of the Facilities Director and the department.
- Mantoux TB test current
- Completed Hepatitis B series
- Must be able to pass a background check
- Must pass pre-employment and random drug testing
- Valid WI Driver's License
- Vehicle Insurance per policy

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations

### **Major Duties and Responsibilities:**

1. Supervises all Housekeeping and Facilities staff.
2. Conducts and verifies all staff competencies.
3. Conducts yearly reviews of staff.
4. Make sure all AAAHC Accreditation Standards are fully compliant with the facilities department.
5. Create and manage the Facilities department budget for building maintenance, personnel, contractors, supplies and other related activities. Update the budget as needed, ensuring that all operating costs fall within this structured budget. These budgets must be periodically reviewed with the Finance and Health Director.
6. Arrange and manage building maintenance, maintenance schedules and manage projects (renovations, repairs, bids etc) timely and effectively.
7. Organize maintenance personnel and contractors to complete building repairs and renovations.
8. Responsible for everything that affects the buildings and grounds of the LCO-CHC.
9. Oversee the arrangement of office furniture and workstations.
10. Maintain inventory of maintenance tools and supplies.
11. Assures that all Facility and Housekeeping Supplies are ordered and reconciled.
12. Maintains equipment maintenance log on all clinic equipment.
13. Conducts quarterly departmental staff meeting.
14. Complete and maintain Emergency Response Training for ICS 300 Level.
15. Work with the clinic's Infection Control Officer for compliance.
16. Continuous walk through of the LCO-CHC to make sure all safety measures are continuously met.
17. Completes upgrades and remodeling per Tribal purchasing and bid policies.
18. Recommends equipment replacement schedule.
19. Seeks out other sources of equipment acquisition from Indian Health Services, other Tribes, and open market.
20. Maintain – issue and retention of all keys for the LCO-CHC
21. Responsible for reporting Adverse Incidents.
22. Participate on the Incident Command Team as assigned by management.
23. Any other duties assigned by Health Director

### **Supervision and Guidance:**

The Facilities Director will work under the direct supervision of the Health Director.

**\*Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

**Letter of Interest**

**Resume**

**Credentials**

**Proof of any stated Qualifications**

**Three (3) letters of recommendation**

**Academic transcripts**

**Application Information:**

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center  
Human Resources  
13380W Trepania Road  
Hayward, Wisconsin 54843  
(715) 638-5132  
(715) 634-6107 FAX

*The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.*

10/05/2021