



# Retina Northwest

Retina and Vitreous Diseases

**JOB TITLE:** Facilities Coordinator  
**DEPARTMENT:** Administration  
**REPORTS TO:** Practice Manager  
**SUPERVISES:** None  
**FLSA STATUS:** Non-exempt  
**WORK STATUS:** Part-time

**JOB OVERVIEW:** The Facility Coordinator is responsible for the planning and maintenance of all areas of the facilities, including the building, equipment, and related supplies.

## **ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

1. Helps to coordinate new facilities planning in cooperation of the Practice Manager, follow up and through completion.
2. Inspects, performs preventative maintenance, and services all areas of the facilities, performing minor repairs as necessary and reports major problems to the Practice Manager as well as vendors or contractors when appropriate.
3. Coordinates the maintenance, repairs, and cleanliness of all areas of the facility and acts as the point of contact for vendors and contractors.
4. Ensures housekeeping is met to contract standards and performs a variety of housekeeping/custodial duties including cleaning and related functions inside and outside the building as required.
5. Unpacks, sets up, and moves all new furnishing installations.
6. Maintains up to date records for all state, federal, and insurance inspections.
7. Keeps in compliance with and abreast of all OSHA regulations.
8. Participates as a member of Retina Northwest Safety Committee.
9. Assists with the maintenance of offices located at all sites as needed.
10. Satisfactorily performs other duties as assigned.
11. Performs all duties in a timely, professional and appropriate manner.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Strong mechanical aptitudes and a working knowledge of electrical, mechanical, and plumbing systems.
- Ability to use power tools necessary for maintenance and repairs.
- Excellent trouble shooting and diagnostic skills.
- Ability to define problems and resolve them quickly.

- Ability to read and interpret documents such as safety roles, operating and maintenance instructions, and procedure manuals.
- Knowledge of basic information technology and computer applications.
- Ability to use facility management software.
- Familiar with preventive maintenance operations and procedures.
- Familiar with local building codes and OSHA/WISHA regulations.
- Familiar with all current health and safety regulations.
- Must be a self-starter with excellent customer service skills – someone who can work well with people at all levels both in and out of the facility.
- Ability to comply with all applicable safety/OSHA/WISHA procedures and requirements.

**EDUCATION, EXPERIENCE, AND PHYSICAL REQUIREMENTS:**

- High school diploma or equivalent.
- 2+ years of related experience in a maintenance environment.
- Technical school education preferred.
- Experience preferred with assessing performance, supervising, and establishing standards for housekeeping services in a healthcare facility.
- Regularly required to sit, stand, walk, bend, and lift objects of up to 50 lbs.
- Must be able to attend work regularly and generally work all scheduled hours.

*This description is intended to provide only the basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, ability and working conditions may change as needs evolve.*

\* Hours may be variable or adjusted based on clinic needs and patient census.

**Retina Northwest is an Equal Opportunity employer**

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