

Employment Opportunities

EO-508

February 6, 2025

“Employment Opportunities” (EO) is a job clearinghouse for non-profit organizations. A one-time listing in Positions Available for LeadingAge Wisconsin members/subscribers is \$50 for a direct reply and \$75 for a blind ad. The fee for non-members for a onetime listing in Positions Available is \$100 for a direct reply and \$125 for a blind ad.

Employment Opportunities are typically included in our *Member Updates* newsletter. Ads submitted also are displayed on the LeadingAge Wisconsin website which can be found at:

www.leadingagewi.org/services-education/employment-opportunities.

EO-1108 Director of Facilities – Milwaukee, Wisconsin

Oversee all aspects of facilities management including maintenance, housekeeping, laundry, grounds and landscaping, capital projects and construction, and fleet vehicles. Work with other members of the leadership team to develop Saint John’s vision and goals, operationalizing strategy to promote our culture while complying with all local, State and Federal regulations.

ESSENTIAL DUTIES:

1. Oversee the functions of maintenance (including grounds and landscaping) and housekeeping (including laundry) and facilities communication.
 - a. Lead and mentor the managers of maintenance and housekeeping.
 - b. Develop and operationalize policy and procedure, revising as needed.
 - c. Hire, direct, support, coach, counsel and evaluate performance.
 - d. Develop and implement efficient systems.
2. Ensure functionality, comfort, safety, and efficiency of the built environment throughout campus.
3. Serve the organization as a member of the Leadership team, collaborating with other leaders to promote cross-departmental partnership, stewardship of resources, and excellence in the provision of services.
4. Direct quality assurance efforts and ensure implementation of process improvements as appropriate.
5. Coordinate repairs, upgrades, and renovations as necessary
6. Negotiate contracts and manager relationships with vendors and contractors for building services.
7. Responds directly and timely to residents’ requests and inquiries as appropriate.
8. Represent Saint John’s with all constituents by promoting our culture, vision and values.

All Employees Must Foster Person Centered Care/Professional Integrity and Responsibility

- a. Act with honesty and openness in all resident/family/ responsible party and employee contacts. Function as Saint John's Communities Ambassadors to maintain a working environment that values respect, fairness, inclusiveness, and integrity. Promote a responsible workplace in recognition and support of the boundaries of people with whom we work and serve.
- b. Demonstrate commitment to the person-first philosophy that gives residents the power of choice. Function as a community member within the principles and practices that guide care and services through knowing and honoring the person before the task. In this vein, we will:
 - ✓ Foster relationships between residents, family and staff.
 - ✓ Know each person as an individual who can and does make a difference.
 - ✓ Nurture the spirit as well as the mind and body.
 - ✓ Promote growth and development for all.
 - ✓ Create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Requires a bachelor's degree from an accredited college or university.
2. Requires ten years of facilities management experience including five years in a leadership role.
3. Knowledge of federal and state Life Safety regulations for Skilled Nursing Facilities.
4. Knowledge of state and local building codes.
5. Designation as an engineer, architect, or certification in a trade is desirable.
6. Must demonstrate:
 - a. Experience leading process improvement
 - b. A track record of customer satisfaction
 - c. A desire to coach and mentor team members
 - d. Excellent interpersonal skills and emotional intelligence
 - e. Articulate, clear and concise verbal and written communication

WORK SETTING/ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed indoors. The office and nursing home are well-lighted and clean with some exposure to dust. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees. Much of the work is completed at a desk with an appropriate chair and desk with an optimum keyboard height for the operator sitting for long periods of time typing materials that may be difficult to read; some musculoskeletal and eye strain when working with personal computer.

EQUIPMENT USED:

Computer, printers, copy/fax machines, telephone, 5-foot-high filing cabinets, chair, desk, and other office equipment and supplies.

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more of working time.)

Physical Strength: Must be able to occasionally push/pull/lift/move objects weighing up to 40 pounds.

Manual Dexterity: Must be able to frequently perform moderately difficult manipulative tasks.

Coordination: Must be able to frequently perform tasks which require eye/hand coordination.

Mobility: Must be able to frequently walk and sit for prolonged periods of time; occasionally be able to stand, squat, climb stairs, bend to the floor and kneel.

Speech: Must be able to frequently be able to articulate with extreme accuracy and precision.

Emotional Stability: Must be able to deal effectively with frequent Moderate-High level of stress when working, with difficult employee situations, multiple tasks/priorities, noise, interruptions, State/Federal/Local governmental agencies and regulations.

Vision: Must be able to see objects within 35 feet and objects closely to read and write; must be able to discriminate colors to interpret emergency lights.

Hearing: Must be able to frequently hear normal sounds and voice patterns with occasional background noise.

Smell: Must be able to use sense of smell to detect smoke or odors not appropriate for the nursing home.

Concentration: Must be able to frequently concentrate on fine details with some interruptions.

Attention Span: Must be able to frequently attend to task/function for more than 60 minutes at a time.

Conceptualization: Must be able to frequently understand and relate to the theories behind several related complex concepts.

Memory: Must be able to frequently remember multiple verbal and written task/assignments given at the beginning of a period extending over periods of time.

Interested applicants can apply online at: <https://saintjohnsmilw.org/careers/>.