



Your Life. Our Mission.

New England Life Flight, Inc.
Personnel Policies

I. POSITION: Director of Facilities

II. PRIMARY PURPOSE

Under the direction of the Chief Financial Officer, the Facilities Director is responsible for the maintenance and upkeep of all Boston MedFlight facilities making sure that buildings and their services meet the needs of the people that work in them. This is a full-time, exempt position with on-call requirements when necessary.

III. ESSENTIAL DUTIES

- A. Oversee the upkeep and maintenance of all BMF facilities. Oversees the functioning of all building systems including mechanical, electrical, fire/life safety, plumbing, and waste management. Establish maintenance schedules to ensure proper, efficient function of building systems. Oversee the scheduling and management of duties with respect to ensuring a clean environment for all staff. Keep on file, and have accessible to appropriate personnel, MSDS sheets for all cleaning solutions and chemicals in use.
- B. Responsible for relations and management with all facility vendors and oversight of related contracts for services. Meet with vendors and contractors as necessary to negotiate and secure needed products and services.
- C. Ensure a safe environment that is OSHA (Occupational Safety and Health Administration) and CAMTS (Commission on Accreditation of Medical Transport Systems) compliant. Ensure that all building licenses, inspections, and safety standards are current and are displayed as required. Collaborate with Safety Officer to ensure all safety equipment – emergency lighting, fire extinguishers, fire hoses, smoke detectors, etc. – are periodically inspected and in working condition. Participate as a member of the safety committee. Monitor the weather forecast and respond to inclement weather, coordinate keeping all ramps and drop-off areas clear of debris and ice, salting/sanding building entrances as needed.
- D. Maintain security of all BMF facilities. Ensure that all doors, windows, and other areas of entry are secured and that all alarm systems are periodically inspected and in working condition. Respond to calls from security companies, fire department, police department and BMF staff regarding any BMF related building alarms.
- E. Responsible for developing budgets and long-range facilities plans based on company growth and future needs of BMF facilities. Orders equipment and supplies and monitors inventory. Manage and monitor the departmental budget throughout the year, seeking cost saving measures and minimizing over-spending. Advocate for departmental resources and participate in the annual budget process.
- F. Collaborate with Base Managers to address facility maintenance and issues. Address maintenance items noted in MISS database in a timely manner.
- G. Directs projects (e.g. site repairs/construction, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, project design and budget.
- H. Procures all necessary parts and items needed for maintenance repair and maintains a current inventory level of recurring items.
- I. Ensure administrative responsibilities relating to the facility function are managed. Prepare and submit all necessary paperwork: supply lists, purchase requisitions, project cost estimates, budgets, bills for payment etc.
- J. Maintain records of facility maintenance activities and identify trends. Identify areas of improvement with respect to maintenance issues and communicate recommendations to CFO. Communicate deviations from the standard workload schedules to the CFO. Assist in developing tools to improve processes and the communication of Maintenance issues.
- K. Models compliance with BMF core values at all times.
- L. Other duties as assigned.



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IV. QUALIFICATIONS

- A. Five years of increasingly responsible experience in facility maintenance which involved facility planning, construction, maintenance and operations.
- B. Demonstrated ability to work cooperatively and collaboratively with staff, management team and vendors.
- C. Fiscal management/budgeting experience preferred.
- D. Possess strong interpersonal & communication skills.
- E. Proficiency with Microsoft Office applications required.
- F. Ability to quickly assess situations and make appropriate decisions to resolve maintenance issues as they arise.
- G. Ability to perform mathematical computations based on job requirements.
- A. Must be organized and accountable.
- B. Must be able to read, speak, write and comprehend the English language without restriction
- H. Valid Driver's License required.
- I. Must be able to work a flexible schedule to meet the needs of the organization.

V. WORKING CONDITIONS/PHYSICAL DEMANDS:

- A. Ability to lift at least 50 pounds using proper body mechanics, and bend and carry heavy equipment.
- B. Ability to safely work from ladders to perform tasks.
- C. Works in a patient care environment around the ground vehicles and is exposed to possible infectious diseases and chemical solvents and agents used in the medical and aviation industries.
- D. Position may require sitting and/or standing for long periods of time.
- E. Ability to operate around and in EMS vehicles and is exposed to non-conventional motion, noise, vibration, chemicals (fumes) and extreme heat or cold.

VI. PHYSICAL EXAM

- A. Pre-employment physical and annual physical examinations required.
- B. Massachusetts CORI and FBI background checks will be performed prior to employment.
- C. Valid Driver's license required.

How to Apply:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
Robins Street, Hangar 1727
Hanscom Air Force Base
Bedford, MA 01730

For More Information

Please visit our website to get more information about current job opportunities and our program.

www.bostonmedflight.org

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