



**Your Life. Our Mission.**

New England Life Flight, Inc.  
Personnel Policies

**I. POSITION: Vice President of Facilities**

**II. PRIMARY PURPOSE**

Under the direction of the Chief Financial Officer, the Vice President of Facilities is responsible for planning, design, renovation, construction, efficient operation, and maintenance of Boston MedFlight's facilities, including capital project development and management. The Vice President of Facilities is responsible for operations budgets, capital budgets, and long-range facilities plans based on forecasts of current and future needs.

**III. ESSENTIAL DUTIES**

- A. Establish and implement the strategic direction of Boston MedFlight's facilities and development objectives.
- B. Oversee the day-to-day facilities operations, maintenance, and upkeep of all BMF facilities ensuring a clean, safe environment for all staff.
- C. Oversees the Director of Facilities in the daily operations of facilities management.
- D. Oversee all planning, and execution for construction and renovations. Work with architects, engineers, and contractors to develop plans for renovations to buildings in connection with maintenance department projects; monitors work, approves bills, settles disputes, and approves or disapproves changes in scope of work.
- E. Review specifications and plans for all new development assessing potential for problems and proposing solutions. Collaborate with appropriate departments to ensure that all base development accommodates the needs of BMF's operations and its staff.
- F. Coordinate and manage all aspects of capital project development including budgets and schedules and maintain appropriate project records, paperwork, and construction documents.
- G. Responsible for oversight and management of all facility related vendor contracts and services. Negotiate cost-effective contracts for the organization; coordinates and implements contractors work, and resolves any disputes over labor, scheduling, or payments.
- H. Establish and monitor a safe environment at all BMF's bases for all staff and visitors ensuring compliance with all federal, state, and local laws, building codes and environmental regulations.
- I. Responsible for developing budgets and long-range facilities plans based on company growth and future needs of BMF facilities. Manage and monitor the departmental budget throughout the year, seeking cost-saving measures and minimizing over-spending.
- J. Evaluate and manage space planning and utilization at all BMF's facilities and make recommendations for changes.
- K. Perform regular inspections of buildings and grounds to personally assess maintenance and construction needs.
- L. Establishes and maintains preventative maintenance procedures and a schedule for preventative maintenance work.
- M. Identify areas of improvement with respect to maintenance issues and communicate recommendations to CFO. Develop tools to improve processes and the communication of Maintenance issues.
- N. Develop and maintain a positive and productive working relationship with all airport managers and landlords to address needs and concerns when they arise.



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- O. Attend tenant meetings conducted by MassPort Authority to stay informed of the ongoing capital developments taking place at the airport and any new requirements of tenants.
- P. Serve as member of the safety committee and attend weekly operations meetings.
- Q. Model compliance with BMF core values at all times.
- R. Other duties as assigned.

#### **IV. QUALIFICATIONS**

- A. Ten+ years' experience in facility maintenance and management
- B. Strong knowledge and/or experience in construction management, architecture, engineering discipline principles, safety, and environmental issues, facilities utility operations, building and mechanical maintenance, and infrastructure systems.
- C. Demonstrated ability to work cooperatively and collaboratively with staff, management team and vendors.
- D. Fiscal management/budgeting experience required.
- E. Possess strategic long range planning skills.
- F. Possess strong interpersonal & communication skills.
- G. Proficiency with Microsoft Office applications required.
- H. Ability to quickly assess situations and make appropriate decisions to resolve maintenance issues as they arise.
- I. 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.
- J. Valid Driver's License required.
- K. 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. NOTES:**

- 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.

# ***BOSTON Med Flight***

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**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  
150 Hanscom Drive  
Bedford, MA 01730

**For More Information**

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

[www.bostonmedflight.org](http://www.bostonmedflight.org)

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