



JOB OPPORTUNITY

Job Title: Environmental (Campus Facilities) Manager
Reports To: Administrator
Job Location: Seattle
Hours/Schedule: Full time, exempt

JOB DESCRIPTION

Kin On is seeking a full time, exempt, Environmental Manager, report directly to the Administrator. The role is to oversee the environmental service department to ensure smooth operation of the campus facilities by providing departmental services. Additionally, the role has heavy people and business management components as well as collaboration with other departments within the campus.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

As an award-winning 24/7 skilled-nursing facility, Kin On Rehab and Care Center is dedicated to offering culturally appropriate long-term and short-term transitional care to Asian seniors. Our Community Care Network provides an array of in-home and support services including: Family Caregiver Support, Home Care, Healthy Aging Program and Chronic Care Management Program.

In addressing the unmet needs of the community, Kin On is undergoing a major capital expansion to create an aging-friendly campus to include a Community Center, Assisted Living Facility and Adult Family home (expected completion by Summer 2018).

ROLE AND RESPONSIBILITIES

The role will lead staff to see and understand the importance of their role and responsibility inside the campus and community as per their services provided. The manager will have option on full recruitment cycle and performance efficiencies with the collaborative and supportive effort of human resource, finance and administrative departments.

- **Lead**
 - a. Provide management direction and supervision to staff to ensure campus is well run and fully functional
 - b. Promote favorable public image of Kin On and be a good ambassador of the facilities representing the organization to the community
 - c. Promote teamwork and collaborate with departmental team leads and resource providers for optimal operation measures
 - d. Develop a model of support for staff in order to provide better team service for the campus

- **Personnel & Administrative Management**
 - a. Coordinate services including security, equipment maintenance, cleaning, laundry, housekeeping, construction, etc.
 - b. Monitor, schedule, train, evaluate, and guide facilities personnel and coordinate with other internal teams and staff to ensure facility is continuously well cared for
 - c. Manage training and indoctrination of workers to improve work performance and acquaint workers with company policies and procedures

- d. Supervise and lead staff to ensure firstly, departmental goals are achieved and secondly, personal growth and work morale is met
- e. Confer with management team on personnel, management and operation need for the organization
- **Facility (Campus) Management**
 - a. Ensure purchases for department are met and assist in campus purchasing for various departments including receiving, installation, stocking and discarding of unwanted items
 - b. Coordinate with internal staff to support facility need inside and outside
 - c. General Facilities management responsibilities to included maintenance of building and grounds along with utility systems
 - d. Work with outside professionals to assure that all inspections and tests are done according to building codes and regulations for such facilities

MINIMUM QUALIFICATIONS

- Good English written and verbal ability a plus. Chinese: Mandarin, Cantonese and Toishanese dialects also spoken a plus
- An A.S. degree in Facilities Management or Construction Management, 3-5 years of Facilities, Personnel and Safety program management experience required
- Nursing Home, Assisted Living or senior care facilities management experience preferred
- Proficiency in computer programs such as Microsoft Office Suite a must. Knowledge and proficiency in other IT related applied technology a plus
- HVAC technology and controls, Energy management, planning and budgeting and personnel management experience a must

WORK ENVIRONMENT

The role interacts with internal staff and departments on a daily basis. There will also be seasonal support for special projects around the campus with will require outside resource. Work is inside a elderly and vulnerable community setting, therefore ideal candidate will need to have patience and tolerance for the population at hand.

Depending on the project requirement at times there will be many hours of office work and other times a lot of walking and assessments around campus. A common day will have both settings.

PHYSICAL REQUIREMENT

The role requires standing, sitting, walking, pushing, pulling, ascending and descending stairways & ladders, full range of motion, occasional squatting and be in tight confine spaces, ability to lift medium weight up to 25-50 lbs with hands and roll material onto roller carts. Ability to verbally yell, warn and direct in case of emergency, corrected vision and hearing, and sense of touch is required.

TO APPLY: Email cover letter and resume to Jean Wong, HR Manager at careers@kinon.org

Kin On is an EEO Employer, Women and Minorities high encouraged to apply.