About Living Care Retirement Community

Living Care Retirement Community in Yakima, WA is a charitable, nonprofit fellowship of evangelical Christians that exists to meet the physical, emotional and spiritual needs of seniors by providing ministry, housing and aging services.

Since its incorporation in 1958, Living Care has continued to grow and evolve within the community in order to accomplish the vision to be the provider of choice for aging services in Central Washington.

Following a major expansion completed in 2002, Living Care Retirement Community now covers 10.5 acres and offers 188 retirement apartments, 39 assisted living apartments and 60 skilled nursing beds. The objectives and policies of Living Care are established by the Board of Directors, whose members sign a Statement of Faith annually assuring that the Board continues to uphold the Christian principles that the organization was founded upon. These principles and values can be found here.

As the only continuing care retirement community (CCRC) in Yakima, WA, Living Care’s team is ready to support residents if and when their needs change over time. Residents can transition from independent living into assisted living or skilled nursing options while remaining on campus and an active part of the community that they have come to love.

As a nonprofit retirement community, Living Care’s focus is not financial gain, but rather delivering the best and most compassionate care and services.
The Opportunity: Director of Facilities

The Director of Facilities at Living Care Retirement Community is responsible for the overall strategic management of the Maintenance Department’s resources, staff, finances and workflow. The Director will be responsible for ensuring optimal efficiency and effectiveness of the department while providing superior service to residents. The current Director of Facilities is retiring after serving more than 37 years in the position.

The ideal candidate will have expertise in general facilities management with experience leading a team of maintenance professionals. Reporting to the Executive Director and serving on the retirement community’s management team, the new Director will execute strategic initiatives related to all aspects of facilities management throughout Living Care’s campus. The Director must ensure visibility and availability of the department throughout the community and engage positively with all residents, colleagues and guests.
Performance Objectives

Leadership

• Plans, monitors and evaluates activities of the Maintenance Department to guarantee the facilities are being maintained, improved, and kept up to code.

• Develops and implements measurable objectives, strategies, budgets and timelines.

• Provides collaborative leadership in maintaining a positive and productive working relationship among the management team, staff, vendors, contractors and volunteers.

• Leads, develops, motivates, supervises and maintains a highly effective, productive and cohesive staff with both professional/technical expertise and operational talent.

• Leads and manages staff through lens of flexibility, openness to suggestions and the ability to resolve/mitigate conflict.

• Develops and recommends new and revised policies, procedures and methods related to facilities management and CCRC best practices.

• Serves as a member of Living Care’s management team.

• Explores Worxhub software capabilities and encourages best practices in its usage among the staff and maintenance team.

Staff and Department Management

• Directly supervises eight employees in the Maintenance department: both generalists and specialists in HVAC, painting, information technology, groundskeeping and electrical. Carries out supervisory responsibilities in accordance with Living Care’s policies and procedures and all applicable laws.

• Reviews employee-related issues and makes recommendations on actions to be taken. Ensures department and employee policies and procedures are appropriately carried out and participates in recruitment and selection of new employees.

• Completes regular and ongoing evaluations of all Maintenance Department staff.

• Develops department goals and objectives in accordance with Living Care’s institutional plans, goals, needs and budgets.

• Ensures the most effective staff assignments and department’s allocation of resources.

• Develops the department’s annual operating budget and makes recommendations for budget increases and reductions. Monitors and ensures budget compliance.

• Professionalizes department’s inventory management, supplies organization and storage.

• Supervises all maintenance-related vendor, contractor and volunteer relationships.

• Assures the safety of residents and staff through regular fire, environmental and building inspections.
Performance Objectives

**Site Management/Responsibilities**

- Conducts regular inspections of all buildings, apartments and grounds.
- Directs all department workflow for preventive and recurring facility and equipment maintenance.
- Assists fire, environmental, building, and other major inspections by maintaining the appropriate documentation required.
- Leads property tours for government and private inspectors and contractors when on site, scheduled or unplanned.
- Ensures compliance with applicable Federal, State, and Local regulations and requirements.
The Qualified Candidate

Living Care Retirement Community seeks a professional with at least five years of building maintenance or mechanics experience while also possessing strong knowledge in electrical, plumbing, painting, carpentry, HVAC and mechanical skills. The next Director of Facilities will have a track record of successfully managing a multi-functional facilities team. An organized and experienced manager, the ideal candidate will understand the complexities of and have previous experience with maintaining a retirement home community or similar facility. The Director of Facilities will be a resourceful and creative challenge seeker with a positive outlook and a customer service mindset.

Specific Requirements Include:

- A minimum of five years’ Facilities Management experience, healthcare setting preferred.
- A minimum of two years leading a team of Maintenance or Facilities professionals, with an emphasis on building strong, productive work teams and mentoring and nurturing staff development.
- Ability to write reports, business correspondence, policies, and procedure manuals.
- Solid knowledge of electrical, plumbing, painting, carpentry, HVAC, mechanical, low voltage alarms and controls and other related trades.
- Ability to triage and prioritize work orders and projects.
- Adept at functioning under high stress and addressing emergencies directly as they arise.
- Availability for some weekend, evening, and holiday hours; willingness to be on-call on a rotating basis with other members of the team.
- Customer service mindset with the capacity to work through complex situations and requests with residents, staff and families.
- Strong analytic and strategic-thinking skills with a demonstrated ability to create, implement and monitor complex plans, and translate those plans into goals and concrete strategies.
- Career track record that shows stability with an organization culminating in overall success.
- High School Diploma or GED required; college degree preferred.
- Has, or is willing to obtain, a Commercial Driver’s License to occasionally drive medium-size buses.
How To Apply

This position offers a competitive salary with strong benefits. Relocation assistance may be offered. All inquiries will be held in strict confidence.

Living Care Retirement Community is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

This search is being managed by Laura Weinman, Vice President, and Octavia Daniels, Project Manager of KEES. Questions may be addressed to lweinman@kees2success.com.

APPLY NOW

Living in Yakima, WA

Yakima, WA currently has a population of more than 94,000, in a county of more than 250,000 people. It is centrally located, 140 miles from Seattle, 184 miles from Portland, OR and 204 miles from Spokane. Yakima has an agriculture-based economy with apples, pears, cherries, vineyards and hops being the major crops. There are 300 sunny days a year, plenty of warm weather and local amenities, including several institutions of higher learning and a regional airport. Parks and recreational opportunities abound and the city is home to a variety of sports teams, youth sports complexes, performing arts centers and festivals.

About KEES

KEES is a retained executive search and consulting firm that builds transformative teams and leaders. Founded in 2013 as an expansion of Alford Executive Search, KEES partners specifically with nonprofit organizations to provide an array of executive search, leadership development, interim staffing and human resources support. For more information about KEES, please visit www.kees2success.com.