



Position Description

Job Title: Facilities/Property Specialist
FLSA Status: Non-Exempt/ SCA Accounting Clerk III
Contract: HPMC Occupational Medical Services

Org. Date: August 02, 2019
Rev. Date: September 19, 2022
Rev. No. 02

Approved: *Gabe Galbraith*
Gabe Galbraith, Human Resources Administrator

POSITION SUMMARY: This position is responsible for facilities and property administration, as well as supporting accounting activities for the Contract & Finance organization of the HPMC Occupational Medical Services (OMS) Clinic. Activities will be in accordance with local, state, federal, Department of Energy (DOE), and AAAHC (Accreditation Association for Ambulatory Health Care) standards and regulations.

COVID 19: HPMC employees must be fully vaccinated to perform work on any contract. Your vaccine status will be verified at onboarding. Please note medical or religious accommodation may be available, however, the exemption to the vaccination and accommodations must be approved before starting.

POSITION RESPONSIBILITIES:

1. Manage facility management activities at the 1979 Snyder and 200W clinics including: repair requests, physical moves, phones, HLAN drops, facility upgrades, requests for landlord services, janitorial services, grounds maintenance requests, locksmith services, and OMNI locks.
2. Coordinate property management activities for Government Furnished Equipment (GFE) and non-GFE furniture and equipment according to HPMC OMS' personal property management plan. Duties include coordinating moves, procurement, excess activities, tracking and inventory activities, repair, and maintenance.
3. Assist HPMC OMS security POC (point of contact) with investigation and reporting activities related to reporting of lost, stolen, or damaged GFE.
4. Policy, procedure, and desktop instruction development as it relates to use of facilities and property.
5. Regular assessments and inspections to ensure safety and facility requirements are being met.
6. Regular inspection/inventory of GFE.
7. Complete required reporting regarding facilities and property.
8. Assist in emergency preparedness, safety, and security activities as it relates to facilities.
9. Coordinate software acquisition/distribution activities and tracking with Hanford electronic software acquisition vendor.
10. Process accounts payable invoices including invoice tracking, batching, coding, obtaining approvals, and submission to the corporate office.
11. Process expense reports including reconciling back-up documentation, coding, and submission to corporate office.

12. Manage work orders with Hanford site vendors including ordering services when necessary, ensuring billing is correct, monitoring available funds, and preparing supplements for additional funds.
13. Issue and monitor purchase requisitions and purchase orders for equipment and furniture.
14. Make purchase acquisitions with corporate American Express card when necessary.
15. Provide EMS metrics data to required entity.
16. Adhere to and foster acceptable health and safety practices.
17. Perform other related duties as assigned.

ESSENTIAL SKILLS & EXPERIENCE: To perform this job successfully, an individual must have the minimum educational credentials from an accredited school, college or university and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

1. High school diploma or GED equivalent.
2. Two years experience performing accounting functions, managing facility activities, and/or property administration.
3. Knowledge of Generally Accepted Accounting Principles (GAAP) and/or accounts payable policies and procedures.
4. Knowledge of applicable federal, state, local, and DOE regulations related to property management and/or facility management functions.
5. Ability to communicate effectively, verbally and in written format.
6. Must have a high degree of organization and very strong attention to detail.

DESIRED SKILLS & EXPERIENCE: The following skills or experience are highly valued, but not required to perform the essential functions of this position.

1. Two- or four-year degree in accounting, business, public administration or equivalent.

SUPERVISION RECEIVED: This position reports to the Deputy PM/Business Contracts Manager.

SUPERVISION EXERCISED: This position does not directly supervise any employees.

TYPICAL PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee may be required to walk, sit, or stand for extended periods of time; reach with hands and arms; balance; stoop; talk or hear; have sufficient manual dexterity to operate a keyboard, calculator, telephone, and other such office equipment as necessary; may occasionally move and/or lift up to 15 pounds. Specific visual abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Mental Limitations:* While performing the duties of this job, the employee is expected to make quick decisions, have clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines. Must be mentally adaptable and flexible in

dealing with a variety of people and able to answer questions and provide guidance in a professional and friendly manner.

- *Work environment:* Work will mainly be performed at the HPMC Occupational Medical Services Clinic and will involve frequent contact with other HPMC and project employees, customers, clients, representatives, and vendors; work may be stressful at times; interaction with others is frequent and may be interruptive; may occasionally work hours outside of typical work schedule to accommodate needs; opportunities for local travel may occur; the noise level in the work environment is usually minimal.