

**LIFELINE Blood Services
183 Sterling Farms Drive
Jackson, Tennessee 38305**

Job Title	<i>Facilities and Fleet Manager</i>
Department:	<i>Administrative Services</i>
Reports to:	<i>Director of Administrative Services</i>
Supervises:	<i>Warehouse Associate</i>
Hours:	<i>Full-Time Monday – Friday 8:00am – 5:00pm On Call as Needed * Due to the possibility of business needs changing, LIFELINE reserves the right to change an employee’s primary schedule.</i>

Job Description

Responsible for the upkeep, security, and efficient operations of LIFELINE Blood Services internal and external facilities. May include bloodmobile buses, supplies, equipment, inventory, and purchasing. Oversees bloodmobile drivers and warehouse clerk.

Duties and Responsibilities

The list of essential functions, as outlined herein, is intended to be representative of the duties and responsibilities performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. All employees are required to perform all assigned duties in compliance with internal SOPs, external regulations, and internal policies, bring compliance issues to the attention of management and assure quality customer service to all customers.

- Manages staff in collections, facilities, and fleet.
- Sign in/out visitors who present to warehouse and escort them through building
- Reviews mobile blood drive sheet to ensure adequate supplies
- Drives bloodmobile and performs courier duties as needed
- Ensures all mobile vehicle maintenance issues are addressed in a timely manner
 - Responsible for the maintenance of the mobile vehicle
 - Tracks and maintains well organized record on the vehicle
 - Ensures required insurance documentation, vehicle tags and safety inspections are maintained annually.
 - Follows up when accidents occur with mobile vehicles and ensures all required paperwork is completed
 - Assists with vehicle safety inspections as needed/required
- Trains bloodmobile drivers to drive/service LIFELINE mobile fleet
- review and discipline employee drivers
- Manage Bio-Hazard materials
- Manages facilities cleaning services and building/equipment maintenance and repairs
- Manages property – lawn and parking lots
- Coordinates ordering and receipt of supplies to inventory
- Unloads or directs the unloading of supply shipments
- Performs visual inspection of all boxes delivered, looking for any damaged or wet boxes
- Records and immediately reports any discrepancies or damaged items.
- Performs all necessary computer data entry for shipments
- Delivers supplies as requested by user departments
- Records amount of supplies to be delivered on Internal Supply Order form
- Assesses level of inventory while filling supply

Facilities and Fleet Manager

request • Performs data entry for daily deliveries; reviews for accuracy; makes necessary corrections.

- Maintains warehouse inventory in neat, orderly fashion • Unpacks supplies and stocks shelves in an organized fashion • Rotates stock by expiration dates • Transfers supplies to plastic pallets/metal shelving • Sweep, dust and remove all garbage at the end of each day.
- Customer Service excellence through verbal and written communications • Demonstrates cooperative behavior when working with peers as demonstrated by the readiness to assist others. • Provides professional, accurate and appropriate communication to internal and external customers • Consistently utilizes professional skills to affect a positive work attitude and behavior for the department and organization
- Complies with Safety and Security • Consistently maintains immediate work area in an orderly manner to ensure accurate workflow • Maintains all operational equipment for function and safety, and reports necessary repairs and/or updates as required. • Notifies Director of Administrative Services of activities within the department that are not related to operations that may pose safety and security concerns.

Training

Chapter 1, NEON I & II, Annual cGMP, Annual Safety, Medical Ethics, Customer Service, Blood Establishment Computer Systems, and all required departmental and interdepartmental training.

Distracted Driving and Driving Practicum

Qualifications

EDUCATION: High school diploma or equivalent is required
A valid CDL license is required

EXPERIENCE: 3 - 5 years of relevant experience is required

SKILLS: Language skills must include the ability to read, write, speak English effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements. • Ability to make sound decisions under pressure. • Effective planning and organizational skills • Demonstrate the ability to multi-task. • Ability to function as a key team member in a high-level production environment coupled with strong organization skills • Ability to work independently and to meet deadlines. • Demonstrated ability to work without direct supervision. • Must be able to make simple decisions based on well-defined choices. • Ability to communicate effectively with the staff and the public to enhance LIFELINE's relationship with the community. • Basic computer skills in Microsoft Word and Excel.

Working Conditions

Functions are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as inclement weather, atmospheric elements and pathogenic substances. Performance of this job could expose the employee to blood-borne pathogens. The noise level in the work environment is usually low to moderate.

Physical Requirements

Employee is required to stand, walk, sit, and have the ability to lift a minimum of 50 pounds.
