

**JOB ACTION SHEET  
FACILITIES MANAGEMENT TEAM LEADER**

**Position title:** Facilities Management Team Leader

**Job classification code required:** [1404, 1406, 1408; 1426, 1446,1450; 2604; 2606; 2786]

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to (if activated):** Non-Healthcare Facilities Based I & Q Team Leader

**You supervise (if activated):**

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**Mission**

The goal of the Facilities Management Unit Leader is to coordinate services provided by the Team to ensure the normal operation of the facilities and the non-clinical functions to support the implementation of containment measures of the Isolation and Quarantine Group.

**Initial Actions**

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

**Specific Job Actions**

- Attend briefing with the Non-Healthcare Facility Isolation and Quarantine Team Leader
- Communicate with the Non-Healthcare Facility Clinical Unit Leader and coordinate necessary services
- Coordinate delivery of food, supplies, and other items as requested
- Ensure the cleanliness of the facility, e.g., cleaning and disposal of trash
- Ensure the functioning of the facility, e.g., water, heat, sewage, etc. are in working order

- Ensure the security of the facility
- Ensure staffing of facility
- Other duties as assigned by the Non-Healthcare Facilities Based Isolation and Quarantine Team Leader
- Resolve facilities problems as needed
- Act as resource for the Facility Management Team Members
- Keep Non-Healthcare Facility I & Q Team Leader informed of situation and resources status
- Prepare status update to Non-Healthcare Facility I & Q Team Leader as needed

**Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

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