Requirements Manager Job description

**POSITION DESCRIPTION**

Monitors, manages and reports on services for higher management and develops plans to improve timeliness and accuracy rates, service availability, and overall MTF performance and compliance. Provides project management for Sustainment, Restoration, and Modernization (SRM) unfunded requirements and funded projects. Performs on-site user research and documentation, coordination, planning, market research, and reporting duties on behalf of Facilities Management for repair activities and manages warranty task order issues for medical facilities.

**QUALIFICATIONS**

**\*\*\* MUST BE ABLE TO PASS A BACKGROUND CHECK FOR AFB ACCESS\*\*\***

**Formal Education**: Must be technically qualified in the field of Healthcare Facilities Management and construction. OSHA 30-Hour Training courses for Construction and General Industry that teach health and safety awareness. A Bachelor’s Degree from an accredited college or university in Business or Engineering is desired.  
**Critical Skill sets**: Must be fluent in reading, speaking, writing in the English language. Ability to effectively utilize PowerPoint, Excel (to include pivot tables, build charts, and build graphs), Microsoft Outlook, Microsoft calendar and Microsoft Word is required.

**Life Support Certification**. At a minimum, all health care workers must maintain current certification in either the American Heart Association Basic Life Support (BLS) (Course C) or the American Red Cross CPR/BLS Course.

**Experience:** Shall have a minimum of three (3) years’ experience in health care occupancy construction and repair in a medical facility operations and maintenance and minimum five (5) years renovating health care buildings, including the operations, maintenance and repair of medical infrastructure systems.

**Other Knowledge, Skills and Abilities**: Shall be familiar with the various codes and standards, NFPA, EPA, and Occupational Safety and Health Administration (OSHA) codes and standards and TJC for hospital accreditation.

**Shall have advanced knowledge and understanding of the following areas:**  
-All aspects of repair, construction and facilities management to include the following disciplines Mechanical, Electrical, Plumbing, Communications, Security, Landscape, Structural, and Government Equipment.

-Knowledge of Government Service Order and contract modification processes.  
-Knowledge of Unified Facilities Code requirements and significant knowledge and experience with AF environmental requirements and processes.  
-Developing market research for government review and approval.