



tandem health

JOB POSTING

Facilities and Maintenance Manager

Job Summary:

The Facilities and Maintenance Manager is responsible for the design, planning, construction and maintenance of equipment, machinery, buildings and other facilities. The position plans, budgets and schedules facility modifications, including estimates on equipment, labor materials and other related costs.

General Duties and Responsibilities:

- Oversees the coordination of building space allocation and layout, communication services, and facility expansion.
- Plans, budgets and schedules facility modifications, including cost estimates.
- Works within approved budget and Center goals for all projects and alerts supervisor of budgetary variance and/or other project concerns.
- Works cooperatively with Project Managers.
- Supervises contract workers.
- Inspects construction and installation progress of new properties and new equipment.
- Initiates planned maintenance programs for a variety of facility & office equipment.
- Manages & facilitates the receiving function relative to equipment and parts as appropriate.
- Manages, facilitates and directly perform, as appropriate, preventive maintenance of facility equipment, including HVAC, electrical, plumbing, mechanical, and office equipment.
- Oversees the parking lots – maintenance and security night lights.
- Oversees the cleaning and maintenance of facility, to include environmental services and 'strip & wax' on flooring as appropriate or cleaning of carpet.
- Constructs & remodels as office layouts and logistics change, to include walls, electrical, sheetrock, paint, lights, etc.
- Complies with all safety and OSHA rules in performing job duties and ensures assigned employees comply with rules.
- Performs other duties as assigned by supervisor.

Supervisory Duties and Responsibilities:

- Supervises assigned employees
- Promotes a calm and effective work environment by maintaining appropriate emotional control and displaying appropriate behavior at all times
- Demonstrates leadership and training to staff
- Develops and trains staff on policy
- Communicates effectively with staff
- Ensures all operational and safety procedures are properly followed
- Trains and coaches employees
- Manages customer housekeeping problems
- Inspects and approves staff work performance
- Orders cleaning materials and maintains budget
- Establishes the schedule and plans daily work assignments



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- Facilitates assigned staff time and attendance to include requests for Paid Time Off and minimizing overtime
- Provides coaching and counseling utilizing Center-approved performance feedback tools

Knowledge, Skills and Abilities:

- Customer/Client Focus
- Communication Proficiency
- Problem Solving/Analysis
- Project Management
- Ability to prioritize tasks and manage time efficiently.
- Skilled in all aspects of commercial properties & facilities maintenance
- Ability to lead a team and work as a team player at all times
- Able to relate to a variety of personalities at different developmental levels.
- Flexible to the changing needs of the Center.
- Ability to safely operate tools and machinery
- Ability to understand and follow safety protocols

Qualifications:

- High School Graduate or GED required.
- Minimum of three to five (3-5) years of progressive experience and responsibility in a facilities and maintenance field.
- One (1) year of supervisory experience required.
- Licensed preferred in contracting, plumbing, electrical, mechanical

Work Environment:

Flexible work schedule but often requires after hours and weekend work to complete projects. Highly stressful when dealing with individual personalities of co-workers, patients and their families. Very busy atmosphere. Potential for exposure to blood-borne diseases (Category I). Potential for exposure to chemical hazard (Category A). Work is regularly performed in a combination of office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.

Physical Demands:

Considerable standing and walking. Lifts supplies/equipment up to 50lbs frequently, and/or up to 75lbs occasionally. Considerable reaching, stooping, bending, kneeling, and crouching. Carrying, climbing and standing on ladders, step stools or other elevated equipment to complete repairs and cleaning on roof, ceiling, light fixtures, moldings and other high areas.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.tandemhealthsc.org. Return your completed application to:

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150