

Position Description:

Mental Health Resource Center is seeking a **Facilities Operations Manager** for our Northside and Southside facilities in the Jacksonville area. The position is located at a community mental health center that provides both inpatient and case management related services.

The Facilities Operations Manager is responsible for coordinating and directing the design, planning, construction and maintenance of all Renaissance Behavioral Health Systems (RBHS) and Mental Health Resource Center (MHRC) facilities. Supervises activities of workers engaged in housekeeping and maintenance/repair of buildings, and oversees company fleet of vehicles. Ensures compliance with all applicable codes and standards.

Some of the responsibilities of the position include but are not limited to:

- Plans, budgets, and schedules facilities' modifications, including obtaining cost estimates for construction. Assists with acquisition and disposition of real property.
- Performs quality control inspections of all facility maintenance to ensure compliance with all applicable codes.
- Monitors all vehicle leases including supervision of vehicle safety and maintenance inspections, and oversees use of gas cards.
- Inspects completed work for conformance to blueprints, specifications, and standards.
- Travels to and inspects all facilities in Duval County on a regular basis and those facilities outside of Duval County (owned and leased) on an as needed basis, for any safety discrepancies, structural integrity and/or visual deterioration. Makes regular and specific recommendations for the completion of tasks and projects that will remedy these issues.
- Coordinates and monitors all subcontract requirements for RBHS and MHRC, to include minor and major construction work, ensuring compliance with all applicable codes and standards.
- Develops all maintenance and housekeeping schedules and checklists (water temperature, emergency generator testing, fire, safety, cleanliness, facility upkeep, linen deliveries and supplies, etc). Monitors the performance of Maintenance and Housekeeping departments and ensures services provided are completed in a timely and professional manner. Addresses and resolves any performance deficiencies within the Maintenance and Housekeeping Departments.
- Ensures that work requests are completed in a timely and appropriate manner.
- Provides direct assistance by completing tasks related to housekeeping or maintenance.
- Identifies special projects and tasks and coordinates assignments with appropriate manager.
- Trains, schedules and supervises the RBHS/MHRC Courier. Oversees daily schedule and makes adjustments as necessary or as requested.

Position Requirements

High school graduate or equivalent required. Bachelor's degree or advanced coursework in facilities operations or management preferred.

Working knowledge of Microsoft Office, Email, and the use of the Internet

Ability to read blueprints and follow schematics.

Ability to complete competencies assigned to position as outlined in the Orientation Competency Form.

Two years' experience in facilities required.

Two years of supervisory experience required.

Two years working with the National Fire Protection Agency Life Safety Code required.

Experience in a healthcare or hospital setting preferred.

Knowledge of Life Safety Code 101. Certification by the National Fire Protection Association (NFPA) preferred.

Position Details:

Full Time Shift: Days. Rotates weekends, on call.

This full time position offers a comprehensive benefits package