

Position Description:

Mental Health Resource Center is seeking a **Facilities 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 Manager provides supervision and completes maintenance and housekeeping duties to ensure buildings and grounds are maintained in a safe, clean and sanitary manner according to all applicable standards and as directed by the Facilities Operations Manager. Ensures services provided by the Maintenance and Housekeeping Departments are performed in a timely and professional manner.

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

MAINTENANCE:

- Responsible for facility wide safety and maintenance.
- Inspects facilities internally and externally on determined schedule. Makes recommendations for repairs or maintenance tasks to the Facilities Operations Manager.
- Ensures the HVAC systems are checked on a daily basis, scheduled maintenance is performed as required, and reports major discrepancies to the Facilities Operations Manager.
- Inspects company vehicles in accordance with company vehicle policy and procedures to ensure safe and proper operating condition.
- Checks hot water heaters for proper temperature.
- Inspects all outdoor and indoor lighting for proper operation on a routine basis.
- Monitors contracted grounds keepers, lawn maintenance, plumbers, electricians and other service personnel.
- Maintains daily logs and completes required documentation and reports in a timely and accurate manner.
- Oversees work request system. Reviews all work requests and responds to requests in a timely, professional manner.

HOUSEKEEPING:

- Responsible for facility wide cleanliness including inpatient and outpatient areas.
- Inspects the facilities on a daily basis to ensure that sanitation and cleanliness standards are being met.
- Ensures that aisles, hallways and walkways are free of any obstructions that may cause a safety hazard.
- Ensures all outside walkways cleaned daily and kept free of debris.
- Ensures floors are clean and maintained by vacuuming, sweeping, mopping, and burnishing. Schedules floors to be stripped and sealed.
- Checks that all trash receptacles are emptied at the end of each workday or as needed. Ensures trash is taken to designated area for removal and the areas around trashcans are cleaned to remove spills or stains as needed.
- Inspects all commodes, sinks, showers, mirrors and plumbing fixtures to ensure they are cleaned daily. Ensures paper products are restocked.
- Ensures windows are cleaned on a monthly basis or as needed.

- Conducts initial and ongoing training for housekeepers and floor technicians on the proper use of products, tools, and equipment.
- Supervises all housekeeping staff including contracted staff to ensure that standards of cleanliness are met.
- Orders all required cleaning supplies and other products that are maintained by housekeeping.
- Creates and posts rotating work schedule for housekeepers.

Position Requirements

High School Diploma or equivalent preferred.

Two years working experience in maintenance, which may include carpentry, plumbing, electrical work, and heating and air conditioning required.

One year supervisory experience required.

Must meet Frequent Drivers requirements, including a valid Florida driver's license, and insurance coverage equal to or exceeding 50,000/100,000/50,000 split limits.

Basic knowledge of the Microsoft Office, Email and the use of the Internet required.

Position Details:

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

This full time position offers a comprehensive benefits package