

**Company**

Hill Physicians Medical Group

**Position**

Supervisor, Facilities

**Company Contact**

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**Job Type**

Supervisor, Facilities

**Job Description**

Under supervision of the Director of Facilities and Corporate Real Estate, supervises, coordinates, and executes the daily and operational activities of the facilities team. This highly service-oriented role assists in implementing projects to increase efficiency and value of workplace resources and services.

**Required Qualifications**

Operations & Maintenance: Responsibilities include, but are not limited to  
  
conduct and document facilities inspections  
respond to workplace requests, issues, and service tickets  
ensure all preventative maintenance is scheduled and performed  
work with property management to ensure services to leased buildings comply with contractual obligations  
partner with mailroom supervisor to insure mailroom service levels are maintained  
respond to facility and equipment alarms and system failures  
perform various facilities and workplace activities  
Perform site visits to satellite facilities (Sacramento, Stockton, Oakland)  
Management and Leadership:  
  
plan and supervise daily and routine activities for the facilities team and contracted services  
provide direction and training to facilities teams, complete regular & timely staff evaluation(s), partner with mailroom supervisor overseeing the mailroom team  
support director with development of departmental procedures and guidelines  
monitor work completed by team, vendors, and contractors to insure SLAs are met  
partnering with mailroom supervisor, review and update mailroom workflows and procedures.  
Security and Safety:  
  
assure security measures for facilities are observed  
liaise and support Safety Committee to assure a safe working environment and regulatory compliance  
support Safety Committee with annual emergency response drills  
Space Management:   
  
schedule, coordinate, and execute intra-office moves, adds and changes  
supports identification of barriers and solutions for space management and allocation   
Other:  
  
coordinate vendor activities and support vendor relationship management  
provide project management for initiatives and special projects within the department.  
·oversee document management function  
manage various supplies inventories.   
prepare workplace activity reports  
Miscellaneous  
  
Perform various clerical duties such as faxing, copying, maintaining records, sorting, filling, etc.  
Other duties as assigned  
  
Knowledge, Skills and Abilities  
Required Experience -  
Minimum 3 - 5 years of experience in facilities management activities required  
Strong planning, project coordination, and organizational skills  
Effective communication skills, both verbally and in writing  
Excellent problem solving skills and a demonstrated history of providing exemplary service  
Proficient with MS Word, MS Excel, MS Power Point and MS Access (or a similar database application), AutoCAD  
Basic understanding of building codes and local ordinances

**Additional Information**

Required Education  
  
Bachelor’s degree in business, construction management, or related field strongly preferred. Commensurate work experience may satisfy in lieu of educational background.   
Facility Management Professional (FMP) preferred