

**Company**

Hill Physicians Medical Group

**Position**

Supervisor, Facilities

**Company Contact**

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Sourcing Recruiter
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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