

## Facilities Manager

### Description

The Facilities Services Manager directly oversees the correct completion of work by employees and vendors under his/her supervision at multiple facilities. The Supervisor also assists the Director of Plant Operations in overseeing contracts, assessing and fulfilling the customary business needs of company offices, moves and other duties as assigned by the Director.

- Manages the SCAN™ building repair and maintenance functions. Schedules, supervises and oversees staff and vendor personnel involved in the provision of repair service. Functions as Company liaison between landlord, vendors, and employees. Responsible for development and compliance with a preventative maintenance schedule for SCAN™ facilities.
- Monitors the performance of the Facilities Service Line, including the receipt of requests, initiation and assignment of work orders and completion of tasks within established guidelines.
- Plans and coordinates moves and relocation of employees as instructed by Director.
- Manages the SCAN™ mailroom, mass mailing, and other cross-office services. Develops and implements processes, forms and procedures for these areas. X 0
- Supervises internal and external staff responsible for the delivery of cross-office service duties and equipment, including training, appraisals and disciplinary actions. Functional areas include shipping, receiving, mailroom, office supplies, meeting schedules, employee welfare supplies and stationery.
- Identifies, compares, and selects vendors to perform repair related services for areas not provided by Landlords, i.e., plant maintenance, area rug service, pest control, carpet cleaning, etc. Initiates contracts or purchase orders for such services, directs vendors and renews as necessary.
- Designs, implements and documents process systems for the delivery of cross-office services for all employees and locations.
- Provides supervision, direction and technical assistance to internal and external staff engaged in the maintenance, repair, modification and appearance of administrative facilities.
- Specifies, recommends purchases and maintains company stock of common office equipment in support of the organization's needs.
- Responsible for obtaining invoice approvals, processing invoices for payment, and tracking budgeted vs. actual expenditures for areas of responsibility.
- Plans, budgets and tracks spending for all functional areas and across all offices.
- Monitors Vendor service and quality levels. Initiates corrective action as required.
- Conducts quarterly audits of service functions and takes corrective action as appropriate.
- Regularly reviews the cost and technical specifications of repair services, identifying cost reduction possibilities and implementing cost savings programs as appropriate
- Develops and generates weekly/monthly status reports of activities, with emphasis on quality and level of service
- Assists with development and implementation of emergency preparedness plans and functions as a secondary emergency alarm contact.
- Functions as backup to Facilities Director during absences and performs other duties as assigned.

### Requirements

- Fives to seven years supervisory experience in a corporate headquarters in Facility services required, including supervision of mail, supplies, building safety, security, and building repair and maintenance areas and personnel.
- Effective, respectful and courteous communication with internal and external clients required.
- General knowledge of office equipment required. General knowledge of IBM/PC compatibles and software applications to the extent necessary to develop and maintain computerized records. Microsoft Office 97, Access 97 proficiency strongly recommended.
- Bachelor's degree, or equivalent combination of college and work experience required.
- Proof of current CA driver's license and automobile insurance required.

Apply to [www.scanhealthplan.com](http://www.scanhealthplan.com) - ABOUT SCAN - Job Postings

**Rochelle A. Simkins** SCAN Health Plan | HR Recruiting

562.989.5299 direct line | 562.989.5233 fax

[rsimkins@scanhealthplan.com](mailto:rsimkins@scanhealthplan.com)

[www.scanhealthplan.com](http://www.scanhealthplan.com) - About SCAN - Job Postings