

Facilities Manager  
Health Care Center

Hamilton Health Center, Inc., a health care center servicing residents in Central Pennsylvania, is currently recruiting a Facilities Manager. This front line managerial position is responsible for directing all day to day facility related operations, scheduled maintenance, repairs, upgrades and work request, coordinating upkeep with third party vendors and staff to assure smooth clinical operations.

Successful candidate should have at least five years management and supervisory experience in facility management, operations or maintenance. Associates degree in engineering, construction or facility management major preferred. Position involves moderate physical activity, including handling of average-weight objects up to 50 pounds and ability to travel between work site locations as required completing job assignments. Incumbent must have excellent verbal and written communication skills, able to work flexible work hours, Must be able to demonstrate knowledge of sound principles and practices of facilities management, have prior experience planning, directing and performing preventative maintenance on HVAC, and other building systems and custodial services, and direct experience with computerized maintenance management systems (CMMS), building automation systems (BAS), and business and project management solutions. Must have experience with specifying, negotiating, and overseeing service contracts.

Strong customer service focus must be demonstrated with employees, management and customers. Encourages and engenders a team concept within the department and with other departments. Also must be able to establish and maintain harmonious, productive working relationships with Center's management, physicians, clinicians, and general public. Strong computer skills and the ability to work independently with minimal supervision required.

We offer a comprehensive low cost benefits package and a competitive salary based on experience. For immediate consideration, please forward cover letter, resume and salary requirements to: Fax: (717) 230- 3902 or E-mail: [kwallace@hamiltonhealthcenter.com](mailto:kwallace@hamiltonhealthcenter.com)

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