



ACKERMAN[™]

Cancer Center

Scot Ackerman, M.D. | Ryan Perkins, M.D. | Paul Ossi, M.D. | Babita Jyoti, M.D. | William Peters, M.D.,Ph.D.

Plant Facilities Coordinator

Jacksonville, FL

Ackerman Cancer Center, located in Jacksonville FL, is seeking a Plant Facilities Coordinator to support our team of highly trained medical professionals.

About

Our facilities in Jacksonville and Amelia Island specialize in the most advanced oncology therapies available for all types of cancer. The interdisciplinary team at Ackerman Cancer Center is professional, compassionate, and dedicated to the highest level of care for patients and their families.

Job Description:

Overview:

The Plant Facilities Coordinator, under limited supervision, performs highly diversified custodial and maintenance duties to maintain and clean facilities in medical office and/or residence environments. This position is primarily responsible for the cleaning and maintenance of the assigned facilities and supervision of vendors as needed to maintain a safe, productive environment. This position also performs mechanical tasks including but not limited to installation, maintenance and troubleshooting of assigned equipment. This position is responsible for performing regular preventive maintenance on certain machines, equipment and plant facilities. The position may also perform a variety of plumbing maintenance and carpentry functions.

Major Responsibilities:

- Perform highly diversified duties to maintain the cleanliness, esthetic presentation, and safe operation of the assigned facilities.
- Perform mechanical skills including but not limited to the installation, maintenance and repair of plumbing, electrical and mechanical systems in the assigned facilities.
- Perform regular preventive maintenance on equipment and facilities and maintain records.
- Perform a variety of plumbing maintenance and carpentry functions.
- Maintain the appearance, cleanliness and safety of facilities including dusting, washing/polishing walls, floors, equipment and furniture, work areas, outside building exteriors and artwork or other visual displays.

- Monitor/instruct external vendors providing approved outsourced maintenance, installation and/or repair services.
- Build/install/move/place cabinets, furniture and equipment as needed.
- Maintain general cleanliness, working condition and esthetic presentation of facility exteriors, signage and parking areas.
- Diagnose problems, replace or repair parts, test and make adjustments to facility equipment, work and exam areas, furniture and structure properties.

Requirements

Experience:

Required: 2+ years' experience in a building maintenance/cleaning position

Preferred: 1-2+ years' experience in a building maintenance/cleaning position in a healthcare setting

Education/Degree

Required: High School Diploma or equivalent

Preferred: AA degree in mechanical, electrical or industrial maintenance OR
Completion of a Craft Apprenticeship in a related field

Licensure/Certification: NA

Skills:

Required: Strong knowledge of interior and external building maintenance best practices, strong knowledge of acceptable facility cleaning practices, good knowledge of equipment assembly and repair principles, strong ability to read and apply technical instructions, strong time and self-management skills, good mathematical computation, record keeping and technical manual reading skills, intermediate-level knowledge of electrical, mechanical and plumbing principles and operations; proficient computer software skills

Preferred: Mechanical skills to troubleshoot electrical, mechanical and equipment issues related to oncology medical practices

Pay/Benefits

Ackerman Cancer Center offers pay commensurate with experience and a comprehensive benefits package.

Contact

For consideration, please send resume and cover letter to: employment@ackermancancer.com

Visit our website: www.AckermanCancerCenter.com