**Job Summary:** In order to maintain professional, compliant and appropriate clinical facilities, the Commercial Property Manager provides hands on maintenance, janitorial and preventative repair services for all [CHC] clinic facilities.

**Responsibilities:**

* Provides hands on maintenance to all [CHC] facilities.
* Maintains compliant functionality of all [CHC] facility equipment which includes, but is not limited to: lighting replacement, electrical fixtures, plumbing, ventilation and thermostats.
* Ensures building appearance and presentable entry and exit areas for patients and employees.
* Miscellaneous tasks include but are not limited to: mounting and moving furniture, medical equipment and/or fixtures, HVAC work, locksmith, ice melt, snow removal, snow plow, shoveling and minor landscaping.
* Assists Director of Ancillary Services, Clinic Operations Manager and Security with audits for facility compliance.
* Keeps service and maintenance records of medical, administrative and mechanical equipment.
* Processes general internal and external facility work orders.
* Serves as a maintenance liaison for property tenants not associated directly with [CHC].
* Orders and maintains inventory for cleaning and maintenance supplies.
* Manages relationships with contractors and subcontractors for project maintenance work beyond [CHC]’s internal scope of ability.
* On call for all emergency facility maintenance situations as needed.

**Experience, Education, & Qualifications:**

* High school diploma or GED required.
* HVAC certification required.
* Prior experience managing commercial property facilities is required. Previous experience providing maintenance support in medical, clinical or hospital facility is preferred.