General Services Manager

One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical care globally. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and construction for a second site in the Dominican Republic is currently underway. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact in global health. With the support of 100 global teammates, One World Surgery hosted nearly 50 medical missions and over 1,000 volunteers in Honduras and the Dominican Republic in 2022.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve in order to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

Position Overview:
One World Surgery has an ambulatory surgery center, primary care clinic, and visitor center on the grounds of its partner organization, Nuestros Pequeños Hermanos. The General Services Manager leads a team of maintenance specialists and performs preventative and corrective maintenance on One World Surgery’s grounds, buildings, vehicles, machinery, and equipment. They are responsible for ensuring the grounds, buildings, and equipment are properly maintained and in optimal condition so that patient care does not stop due to a preventable maintenance issue.

Reports to: Senior Manager, Operations

Supervises: Maintenance Specialists

Position Responsibilities:
- Maintain a safety-conscious environment and guarantee the safety of volunteers, employees, and patients while they are on site
- Ensure the optimal functioning and timely preventative and corrective maintenance of all equipment ranging from office equipment to large machinery and medical equipment by developing and implementing maintenance plans
- Supervise a team of maintenance specialists
- Perform general repairs and maintenance on the grounds, buildings, machinery, and equipment including painting, plumbing, electrical work, masonry, appliance repair, HVAC, and landscaping
- Monitor the facilities and equipment daily to proactively identify any problems that could cause a safety issue or impede patient care
- Quickly and efficiently troubleshoot any issues related to the safety or functioning of grounds, facilities, or equipment
- Attend to technical failures after hours, as needed
- Coordinate with other departments in advance for any repairs that will interrupt clinical services
- Develop and implement preventative maintenance plans for the facilities and equipment, according to their requirements
- Document corrective and preventative maintenance and maintain relevant documents such as blueprints, site plans, instruction manuals, etc.
- Support the Senior Manager, Operations with identifying and establishing contracts with external technical personnel and coordinate and supervise their work
- Coordinate with volunteer technicians from the U.S.
- Maintain equipment, tools, and facilities in good condition.
- Track inventory of equipment, tools, parts, and other maintenance supplies and oversee their use
- Obtain quotes and create purchasing requisitions for spare parts, tools and other materials for maintenance activities
- Assist with supplier negotiations for maintenance-related purchases
- Other activities as assigned by the Senior Manager, Operations

**Required Qualifications**

- University degree in a related field
- 5+ years of experience in maintenance of facilities, vehicles, and medical equipment
- 2 years of experience leading a general service team
- Fluent in spoken and written English
- Advanced skills in Microsoft Office
- Valid driver’s license
- Availability to work occasional evenings and weekends, as required
- Understanding of medical equipment, HVAC systems, plumbing, electrical systems, and other facility-related systems
- Ability to move heavy objects, stand for long periods of time, move throughout the facilities, and good hand-eye coordination
- Ability to manage multiple assignments or projects at the same time
- Seeks opportunities to improve performance of the equipment.
- Adapts to changing and growing organization
- Maintains a positive work environment, fostering an attitude of communication and cooperation
- Communicates, interprets, and promotes the values of One World Surgery

**Preferred Qualifications**

- Knowledge of hydraulic systems, wastewater systems, and vehicle mechanics
- Knowledge of regulatory requirements for healthcare facilities

**Location:** One World Surgery’s facilities are located on the property of Nuestros Pequeños Hermanos in La Venta Nueva, approximately 45 minutes from Tegucigalpa.
**Status:** Full time. Occasionally, evening and weekend hours are required.

**Benefits:** One World Surgery provides all benefits as required by Honduran law. One World Surgery also provides private employee bus service and lunch.

**To Apply:** Please complete the application form [here](#).