

THOMAS “JOE” SMITH

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PROFILE

FACILITIES MANAGEMENT / SAFETY AND COMPLIANCE

Seasoned **FACILITIES MANAGER** within the Behavioral Healthcare industry, specifically skilled in construction and renovation. A versatile professional who can go from meeting with medical staff to repairing plumbing to handling a bomb threat. Significant experience in administrative facilities management and as an administrative supervisor supporting clinical programs. Adept at handling major systems process problems, including investigations, determinations of instability, recommendations and implementation of solutions.

LOGISTICS	PURCHASING	TRAINING
PROJECT MANAGEMENT	TROUBLE-SHOOTING	CONTRACT MANAGEMENT
PROBLEM RESOLUTION	POLICIES AND PROCEDURES	COST REDUCTION

SKILLS

PROJECT MANAGEMENT

Managed construction and renovation projects from start to finish. This included architect and builder selection; facilitating communications among senior management, contractors and trades, and local and state permitting agencies; demolition; painting; carpeting; flooring; roofing and finish work; and completing all licensing applications.

- Supervised facilities operations of up to eight buildings, representing 155,000 square feet, 18 FTEs, numerous sub-contractors, and a maintenance, repair and supply budget of over \$500K.
- In charge of units housing over 100 various types of psychiatric inpatient and residential treatment beds.
- Successfully trouble-shot projects valued up to \$1M each by acting as a liaison; ensuring compliance to safety, health department and clinical standards and building codes; and performing demolition and sub-contractor selection. Projects included:
 - √ Twin Rivers Annex (\$200K/8,500 square feet)
 - √ Short Term Residential Crisis Stabilization Unit (\$260K/8,000 square feet)
 - √ Outpatient Psychiatric Clinic (\$1.1M/45,000 square feet)
 - √ Children’s Crisis Stabilization Unit (\$694K/6,000 square feet)

COST REDUCTION AND FINANCE

Implemented numerous cost-cutting initiatives by reviewing contracts and successfully negotiating with vendors on pricing for products and services and bringing in competitive bids. Managed a \$218K operating budget.

- Reduced copy machine costs and re-negotiated terms of lease agreement by taking advantage of a discounted program for non-profits and securing competitive bids.
- Saved \$200K monthly by re-negotiating pharmacy pager contract.
- Maintained relationships with multiple vendors as opposed to single sources to assure best category or item pricing and minimize expenses on office supplies.
- Achieved 100% compliance in site audits over eight years in managing conversion from grant and aid funding to unit cost contracting method. This was achieved by collecting data, developing documentation guidelines, assuring strict audit compliance and implementing training programs for clinical and support staff.
- Developed initial policies and procedures for evaluating and collecting aging and delinquent accounts. Implemented an incentive program for staff collection agents.

SAFETY

As Safety Officer, responsible for compliance with local and state safety codes, implementation of safety policies and procedures, utility programs, medical equipment and emergency preparedness.

- Created all safety policies and procedures as well as related training programs for management and staff.
- Following a series of “sentinel events”, successfully passed Joint Commission on Accreditation of Health Care Organizations (JACHO) audit with no loss of accreditation status.
- Received five JACHO surveys in 15 years with no failures or focus surveys--always awarded full accreditation.
- Initiated first employee exposure plan as required and subsequently approved by OSHA--never received any significant OSHA findings.
- Chaired both the Risk Management and Compliance Committees, and served as a member of Root Cause Analysis Committee.

EMPLOYMENT

CIRCLES OF CARE

FACILITIES MANAGER

Melbourne, FL

06.78 to 05.04

Circles of Care is one of the leading behavioral health care providers in facilities, services, budget and professional staff in the State of Florida.

EDUCATION

B.A., Public Administration, summa cum laude

University of Central Florida