

**CITY OF GRAND HAVEN  
JOB DESCRIPTION**

**FACILITIES MANAGER**

**Supervised By:** Public Works Director  
**Supervises:** Directly supervises assigned crew leaders, indirectly oversees all staff within assigned division

**Position Summary:**

Under the general direction of the Public Works Director, directs a work force engaged in maintenance and repair activities associated with the City's parks, grounds, cemetery, buildings, and facilities, including the community center operations, marina, waterfront and downtown areas.

**Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Plans, organizes, and directs the staff and activities of the Facilities division, including all including maintenance operations of the municipal marina, boat launch, parks, cemetery, Harbor Island and waterfront stadium, downtown areas as well as building maintenance and custodial operations. Develops and implements new maintenance and operating procedures as appropriate. Reviews related records, reports, logs, and documentation, and provides technical advice.
2. Participates in the recruitment and hiring of plant employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Prepares work schedules and outlines work assignments for work crews. Reviews daily timesheets and other work records for completeness and accuracy. Gives technical advice and assistance to employees on difficult or unusual work and inspects work projects to ensure compliance with specifications, codes, and practices.
4. Develops and administers the division's annual operating and capital budgets. Monitors the budget throughout the fiscal years and oversees the division's purchases. Researches grant and other fundraising opportunities, prepares and submits applications, and administers grant funded projects. Prepares departmental financial summaries as required.
5. Researches and prepares bid requests for service providers and suppliers. Develops specifications and bid documents, reviews bids, and makes recommendations on vendors and contractors. Provides oversight of contractors performing construction, repairs, maintenance, and other related services for the City.
6. Maintains inventories and ensures an adequate supply of materials, equipment, parts, and related items. Reviews and approves purchase requests according to established purchasing policies.

7. Plans, supervises, and assists in cemetery management, maintenance, and operations, and other public works activities as operational needs demand. Assesses project progress, inspects for work quality, and keeps department director informed of project status and performance issues.
8. Coordinates with other city staff to ensure proper oversight of contracted projects and services associated with grounds, buildings, and facilities.
9. Responds to operational emergency situations. May be required to work outside of normal business hours in the event of an emergency or during snow season.
10. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State, and other agencies.
11. Attends various meetings, completes research and special projects, makes recommendations, and gives presentations as requested. Serves as staff liaison to boards and committees as assigned.
12. Responds to public inquiries, investigates complaints, and assists the public as needed. Refers complex issues to the department director as needed.
13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs other related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A associate's degree in construction management, landscape management, or a related field is required. In lieu of formal education, a combination of education and prior work experience may be considered.
- Five or more years of progressively more responsible experience in facilities management, public works, or related field is required, including significant supervisory experience.
- State of Michigan Commercial Driver's License (CDL) with the ability to obtain the appropriate endorsement(s), a satisfactory driving record, and the ability to maintain one throughout employment is required.
- Strong knowledge of the practices, methods, and equipment utilized in public works and facility maintenance, construction, and repair activities, groundskeeping and landscape management, and cemetery operations.
- Knowledge of the public management approaches and techniques involved in budgeting, personnel administration, public relations, labor relations, contract management, capital planning and project management.

- Knowledge of safety best practices and MIOSHA regulations.
- Skill in organizing and supervising the work of subordinates, in developing and implementing work procedures, and in training and developing employees.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone or two-way radio, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outdoors, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate vehicles, hand and power tools, and heavy equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment ranges from quiet to loud.