



## **Facilities Engineer & Operations Manager West Bloomfield Township**

The Charter Township of West Bloomfield is accepting applications for a Facilities Engineer & Operations Manager for our Development Services Department.

### **General Summary:**

Under the general supervision of the Township Director of Development Services, and working collaboratively with the Purchasing Manager and all Township Department Heads, performs various technical, professional, consultation and administrative duties for all Township buildings, grounds and infrastructure.

The individual is responsible for coordinating, and when necessary completing and assisting in the planning, organizing, and supporting the day-to-day project management, maintenance, repair, and renovation of Township Building facilities and grounds.

This individual will be called upon to routinely perform maintenance and mechanical repairs for facilities, coordinate outside repair calls when necessary. Schedule a maintenance program and oversee and troubleshoot HVAC problems, oversee contracted services, including the maintenance of sprinkler systems, lighting systems and plumbing facilities, perform daily grounds and building inspections, light bulbs, a/c filters and any other minor parts for repair.

Assists in the preparation of bid specifications and contractor service agreements. Ensures that projects are completed efficiently, within regulatory guidelines and projected deadlines. Assists in the preparation and management of budgets, ensuring efficient utilization of resources. Works with Department Heads to provide direction, coordination and timing and cost management for Capital Improvement Projects. Performs other related duties as required.

Duties delegated or assigned by the Township Director of Development Services are carried out with moderate independence and latitude, with the Supervisor and Township Board being consulted on policy issues. Work is evaluated through review of reports, activity summaries and assessments for effectiveness and efficiency.

Minimum qualifications:

- Education: Bachelor's Degree BS in Building Operations, Facilities Management, Construction Management, or related fields preferred or:  
Associate Degree – A.S. required in the above fields with a combination of skilled trades experience performing installation, maintenance or repair work; OR an equivalent combination of education, training and experience required. Completion of technical certification or combination of the above.
- Demonstrated experience to diagnose and repair facility related items.
- Experience – Working knowledge of methods, materials, tools and procedures used in alteration and maintenance of facilities and equipment. Established by five years or more of working experience in the building or related field.
- Three or more years of experience in the preparation and administration of a budget, preparing specifications for material, labor and equipment
- Five years or more of progressive responsibility in skilled trades, mechanical and/or building maintenance experience.
- Able to personally complete reasonable repairs in the above areas.

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria, with the exception of requiring licensing at time of hire. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional guidelines

The salary range for this position is \$55,731.00 - \$76,810.50 (DOQ) and includes an excellent benefit package.

Applications can be obtained from our web-site at:

[http://www.wbtownship.org/how\\_do\\_i/apply\\_for/job/index.php](http://www.wbtownship.org/how_do_i/apply_for/job/index.php),

at the Human Resources Department, 4550 Walnut Lake Road, West Bloomfield or by calling (248) 451-4795. **Applicants must complete an employment application to be considered for this position. Resumes alone are not sufficient.**

**Applications must be received by Monday, September 24, 2018**

# WEST BLOOMFIELD TOWNSHIP

## Job Description

### Facilities Engineer and Operations Manager

Drafted: 06/11/2018

Adopted: 08/27/2018

Pay Level: 7.0

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## **Representative Duties and Responsibilities which may be considered Essential Function(s):**

### **Clerical:**

- Documents: activities/repairs for all labor, materials, and cost of services.
- Maintains: assists in recording of daily activities as prescribed by supervision including warranty records.
- Prepares staff reports, letters, meeting agendas, work assignments and schedules.

### **Control and Technical:**

- Conducts: -facility inspections for the purpose of assessing maintenance requirements, completing repairs when able, status of projects and assuring availability of resources required to complete the necessary work.
- Coordinates: -creation of long and short range plans and timelines (e.g. staffing levels, materials, equipment, preventive maintenance, scheduling, job sequence, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient, cost effective, safe and timely manner.
- Assists: - in the development of the budget, bids, and outside contractor requirements  
- in the evaluation of programs and/or projects (e.g. preventative maintenance, project specifications, federal, state, and local laws, codes and regulations, etc.) for the purpose of carrying out and achieving Township facility goals and objectives;  
- in the development and recommendation of procedures (e.g. product and service specifications, bids, etc.) that meet the Township's facility operations goals and objectives.  
- in the planning and purchase of vehicles in the Fire Department.
- Researches: -technical service bulletins, new equipment technology and maintains working knowledge of methods, materials, tools and procedures used in the construction and maintenance of facilities and equipment.
- Schedules: -maintenance and maintenance checks; and repair appointments.

### **Executive/Supervise:**

- Oversees: - and is responsible for coaching staff that may be involved in projects.
- Supervises: - Project Maintenance Coordinator and Utility/Cleaning Personnel  
- responsible for responding to after-hours calls for service.  
- responsible for initiating, coordinating and/or facilitating meetings involving various internal and external parties (e.g. staff meetings, contractors etc.) for the purpose of identifying appropriate action.  
- responsible for developing recommendations and supporting other staff for achieving facility goals.  
- maintenance prevention program.

- Monitors: - and assists in maintaining contract compliance, assists in maintaining reports relative to maintenance and repairs and assists in the scheduling, planning and completion of all projects

**Special Items:**

- May be assigned unique tasks-within the competency level of the other tasks described in this document.
- The preceding statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Performs other related duties as required.

**Qualifications:**

- Education -Bachelor’s Degree – BS in Building Operations, Facilities Management, Construction Management, or related fields preferred or:  
Associate Degree – A.S. required in the above fields with a combination of skilled trades experience performing installation, maintenance or repair work; OR an equivalent combination of education, training and experience required. Note: This requirement does not apply to current Township Employees. Completion of technical certification or combination of the above.
- Demonstrated experience to diagnose and repair facility related items.
- Experience – Working knowledge of methods, materials, tools and procedures used in alteration and maintenance of facilities and equipment. Established by five years or more of working experience in the building or related field.
- Three or more years of experience in the preparation and administration of a budget, preparing specifications for material, labor and equipment
- Five years or more of progressive responsibility in skilled trades, mechanical and/or building maintenance experience.
- Able to personally complete reasonable repairs in the above areas.

The above qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotion criteria. Additional experience or education may be substituted on a two for one basis to meet minimum requirements. See ADA requirements for additional guidelines.

**Abilities:**

Math - An understanding of percentages, fractions, ratios, rates, measurements and calculations is required.

Reading - Ability to read and comprehend moderately complex manuals and instructions provided by vendors in support of equipment, hardware and tools. Ability to read blueprints and maps.

Writing - Ability to write instructions and communicate problems, procedures for supervision or for others who will use or operate equipment

Speaking - Ability to clearly communicate information and questions related to all aspects of the job in person and over the phone using effective verbal and written communications skills.

Computer skills – Basic computer skills in word processing, spreadsheet and presentation format.

**Physical Requirements: (considered moderate work/occasionally heavy)**

Lifting - up to 50 – 70 pounds on an occasional basis.

Moving - ability to transfer/push materials up to 100 lbs.by pushing or the use of lift trucks.

Movement - Ability to maneuver as necessary to inspect materials, building and facilities.

Kneeling, stooping, reaching, climbing required.

Walking - frequently; Standing - frequently; Sitting – occasionally; Riding in vehicle – frequently.

Use of hands – frequently.

Reaching – frequently.

Vision - near and far vision required, color vision required.

Hearing - must be able to hear and understand normal speech in the same room and the on phone.

**Environment and Hazards:**

Noise – moderate equipment noise occasionally, requiring ear protection.

Electrical hazards – no.

Caustic chemicals - occasionally.

Extreme outdoor temperatures - rarely.

Moving equipment hazards - frequently.

Dangerous persons - no.

Weapons - no.

Atmosphere hazards - no.

Biohazards – rarely.

Dust – occasionally.

Traffic hazards – rarely.

Slip Hazards – occasionally.

Heights – rarely.

The Charter Township of West Bloomfield values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal state or local laws.