

Announcement No. 25-015

April 11, 2025

**FACILITIES MANAGER
CITY MANAGEMENT**

Responsible for overseeing the maintenance, operation, and overall upkeep of all city-owned buildings and facilities, ensuring they are safe, functional, and compliant with regulations by managing budgets, coordinating repairs, maintenance work, and collaborating with other city departments to address facility needs. This role includes coordinating with County Facilities for shared facilities, managing preventative maintenance programs, and ensuring the efficient operation of City infrastructure without direct supervisory responsibilities. Also responsible for managing lease agreements for leased City properties and acting as the point of contact for tenants.

This position is responsible for tracking projects, compiling and analyzing data to support decision-making, and utilizing asset management to make informed decisions about infrastructure investments. Identifying proactive maintenance strategies and ensuring efficient asset utilization can lead to significant cost savings.

The expected hiring range is \$68,358.14 - \$75,789.89 DOE (the full salary range is \$68,358.14 – \$90,014.61). Competitive benefits package including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, life insurance, dental & vision insurance.

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.

Education, Training and Experience:

- ✓ Bachelor's degree in architecture, engineering, project management, or a related field.
- ✓ Five (5) years of facilities and grounds maintenance and construction experience at a management level, or an equivalent combination of education, training, and experience.
- ✓ Minimum two (2) years of experience in repair and maintenance of equipment, furniture, fixtures, facilities systems, grounds, and structures.

Licensing and Other Requirements:

- ✓ A valid Michigan driver's license is required.
- ✓ This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.
- ✓ Must reside in and maintain principal domicile within 30 miles from the nearest city limit, within twelve months of hire.

Knowledge of:

- ✓ Thorough knowledge in facilities management, contract administration, and maintenance operations.
- ✓ Knowledge of infrastructure improvements and contract management.
- ✓ Strong understanding of building maintenance systems and procedures

TO BE CONSIDERED, CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traverscitymi.gov. Application can be found at www.traverscitymi.gov/jobs/

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