

## ADA TOWNSHIP

### POSITION DESCRIPTION

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<b>Title:</b>	Buildings, Facilities & Grounds Director
<b>Department:</b>	Building, Facilities & Grounds
<b>Reports to:</b>	Township Manager
<b>Position(s) Supervised:</b>	Building, Facilities & Grounds Maintenance Workers; Seasonal Building, Facilities & Grounds Maintenance Workers; Volunteers
<b>Employment Status:</b>	Full-Time; Exempt
<b>Pay Grade:</b>	G

#### **BROAD STATEMENT OF RESPONSIBILITIES:**

Under the direction of the Township Manager, the Buildings, Grounds & Facilities Director is responsible for the coordinating day-to-day operations and maintenance of the Buildings, Facilities & Grounds department which covers all Township owned Properties, Buildings, Cemeteries, Parks, Trails, and Nature Preserves as well as assisting in the administrative responsibilities related to the department including budgeting and policy setting.

#### **ESSENTIAL FUNCTIONS:**

1. Oversee Building, Facilities & Grounds department staff including; the hiring, training, supervision, discipline, and termination of all department staff.
2. Assign and coordinate the departmental work to the Buildings, Facilities & Grounds employees on a regular and periodic basis.
3. Work with department heads to compile budget requests related to Building, Facilities & Grounds and assist the Township Manager in the development of the operating budget related to Buildings, Facilities & Grounds.
4. Plan and develop specifications for the replacement and purchase of all Buildings, Facilities & Grounds equipment, and facilities as needed.
5. Coordinate with department heads to arrange for the hiring of all subcontractors for Building, Facilities & Grounds department. Verify that all work related to the Building, Facilities & Grounds department performed meets the needs of the Township. Maintain positive relationship with contractors and vendors to the Township.
6. Coordinate Building, Facilities & Grounds Employee schedules and coordinate after hour emergency response.
7. Oversee the general grounds and landscape maintenance of all Township properties, parks, and preserves including: mowing, trimming, weeding, edging, leaf and yard waste removal, snow & ice removal, tree removals, and irrigation repairs.
8. Participate and coordinate with staff and contractors as needed, the basic janitorial and facility maintenance duties related to the maintenance of Township-owned properties and

facilities, including carpentry, mechanical, plumbing, and electrical repairs. This work will be in coordination with department heads.

9. Coordinate and perform Buildings, Facilities & Grounds related work as requested by other Township departments such as burials in the cemeteries, election set-up and teardown, special projects in the parks and others as identified and approved by the Township Manager.
10. Other duties as assigned.

**BASIC SKILLS AND KNOWLEDGE:**

1. Expert knowledge in the means and methods of facilities management, maintaining buildings, facilities & grounds including public spaces and parks.
2. Ability to operate a variety of heavy-duty vehicles and commercial grade power equipment including backhoes, tractors, plow trucks, toolcats, mowers, trimmers, and saws.
3. Ability to order and obtain supplies, parts, and materials necessary to satisfy the assigned duties and responsibilities of the department.
4. Knowledge and aptitude in the operation, general maintenance, and repair of a variety of power equipment and light and heavy-duty vehicles.
5. Excellent listening and communication skills.
6. Ability to listen and interact successfully with the general public and Township staff.
7. Strong administrative, managerial, supervisory, organizational and leadership skills.
8. Good computer skills, including Microsoft Office software package

**MINIMUM EDUCATION & BACKGROUND:**

- High school diploma. Associates or Bachelor's degree in Natural Resources, Building or Facilities Management, Turf Management, Botany or a related field is strongly preferred.
- Valid State of Michigan Driver's license
- Minimum five (5) years progressive buildings and grounds, parks, or similar public works experience with a minimum of two (2) year in a supervisory capacity.
- One or more specialized certifications preferred (Certified Playground Inspector, Master Gardner, Certified Arborist, CDL, Pesticide Applicator, etc...)

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Exposure to loud noises, all types of weather conditions, heavy equipment and machinery and some hazardous materials.

**MINIMUM PHYSICAL EXPECTATIONS:**

- Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting. Also, activity that involves pushing and/or pulling over 50 lbs. and lifting objects weighing over 50lbs at or above waist level.
- Position often requires keyboarding, sitting, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires manual dexterity and ability to operate and use various power tools, equipment, and vehicles.

*The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities, or requirements for the position.*