



Ada Township
Director Position – Buildings, Facilities & Grounds Department

Ada Township, MI is seeking qualified candidates for a full-time director position in the Building, Facilities & Grounds Department. This position is a new position that will oversee the Building, Facilities & Grounds Department which was created to combine the previously separate Building & Grounds maintenance staff and Parks maintenance staff. This department has a staff of five (5) full time maintenance positions and seasonal staff as needed. The position will have a traditional schedule (Monday-Friday) with weekend and after hours work as needed to supplement Township events and emergency situations.

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.

General Position Duties Include:

- Oversee Building, Facilities & Grounds department staff including; the hiring, training, supervision, discipline, and termination of all department staff
- Assign and coordinate departmental work to the Buildings, Facilities & Grounds employees on a regular and periodic basis
- 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
- Coordinate Building, Facilities & Grounds Employee schedules and coordinate after hour emergency response
- 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
- 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

Applicants are required to have a minimum of a high school diploma, five (5) years of experience in buildings and grounds, park maintenance and/or related field and a minimum of two (2) years in a supervisory capacity. For a full job description and education/skill requirements please visit www.adatownshipmi.com and look for the “job postings” link on the right side of the page.

Compensation range for the position is \$68,722.44 to \$89,339.16 (DOQ), plus a full benefit package (health, dental, vision) including a defined contribution retirement plan with a 10% Township contribution and a monthly phone stipend.

Please submit cover letter, resume and five (5) professional references to Julius Suchy, Township Manager at jsuchy@adatownshipmi.com or by mail at PO Box 370 Ada, MI 49301 by 5:00 pm on Friday May 12, 2023. Ada Township is an Equal Opportunity Employer.