

DATE OF POSTING: June 19, 2018

TERMINATION DATE FOR APPLICATIONS: June 26, 2018

POSITION: **Associate Manager – Facilities Services**

COMPENSATION/BENEFITS: Grade M7

STAFF RELATIONSHIP: Responsible to Lisa Allen
Chief Financial Officer

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Incumbents coordinate the maintenance and monitoring of electrical and mechanical building systems, grounds equipment, and vehicles, order materials and supplies, and supervise facilities maintenance staff.

Responsibilities may include prioritizing building and grounds maintenance needs; coordinating office reconfigurations and furniture moves; maintaining building security systems; selecting and monitoring the work of vendors; approving invoices; selecting and purchasing furniture and janitorial and cafeteria supplies; and maintaining an inventory of supplies.

ESSENTIAL DUTIES:

Coordinates and supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations;

Inspects buildings and grounds for cleanliness and safety hazards; identifies and prioritizes maintenance needs;

Manages supply and chemical usage, which includes: ordering supplies; overseeing the distribution of supplies; overseeing chemical storage; and, monitoring the dilution of chemicals;

Coordinates contracts and service offerings with external vendors and suppliers;

Prepares and reviews a variety of information, logs, invoices, and operation records and reports;

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ESSENTIAL DUTIES (continued):

Monitors and maintains building security systems;

Monitors and administers snow removal;

Provides project management services for all major facility related projects;

Act as first point of contact for local authorities in the event of an emergency;

Coordinates and communicates special safety events;

Represents the organizations to neighboring homes and businesses;

Develops and administers business continuity plans for Facilities Services;

Provides property management services;

Administers the Key Protocol Policy for management offices;

Administers requests for ergonomic workstations and furniture for physical limitation requirements;

Administers and maintains the office and furniture standards;

Administers capital and operational budget items;

Performs other duties of a similar nature or level.

MINIMUM REQUIREMENTS:

Associate's degree in facilities management or a related field and three to five years of experience providing facility services;

Demonstrated knowledge of:

- Supervisory principles;
- Building maintenance practices;
- HVAC, electrical, plumbing, and related building systems;
- Cleaning methods;
- Inventory and purchasing principles;
- Cleaning chemicals and their usage.

Demonstrated ability in monitoring and evaluating employees;

MINIMUM REQUIREMENTS (continued):

Demonstrated ability in delegating and prioritizing work;

Ability to maintain building systems;

Demonstrated ability in monitoring and maintaining inventory levels;

Demonstrated ability in monitoring the work of vendors and suppliers;

Ability to prepare reports;

Demonstrated ability in training employees on work methods;

Ability to read and comprehend Material Safety Data Sheets (MSDS);

Demonstrated interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Must be able to balance, stoop, kneel, crouch, reach, use fingers for grasping or feeling, talk, hear, see and perform repetitive motions;

Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

Must be able to be subjected to fumes, odors, dusts, poor ventilation, chemicals, and oils.