

# Central Services

## **A. JOB TITLE: Assistant Street Commissioner/Facilities and Grounds Management**

### **B. DEFINITION:**

The Facilities and Grounds Director will oversee all building and grounds maintenance for the City of Mishawaka. They will ensure that all facilities, grounds and amenities are safe, up to code and fully operational. The Facilities and Grounds Director will also be responsible for overseeing a work group consisting of janitorial, maintenance and grounds personal. They will also be responsible for safety and training of employees, maintaining and updating maintenance contracts and working with third party vendors.

### **C. EQUIPMENT USED:**

- . Personal Protective Equipment
- . City Owned Vehicles
- Hand Tools
- Two Way Radio
- Telephone
- Various Light Equipment

### **E. PHYSICAL REQUIREMENTS**

Employee must have the ability to operate a motor vehicle, light equipment. Computer using Microsoft Office Suite and third-party software. May be continuing standing, bending, kneeling and sitting. Moderate manual dexterity is required. Must be able to lift 50 lbs. unaided

### **F. ENVIRONMENTAL/WORKING CONDITIONS**

This should describe any special environmental conditions

### **G. ESSENTIAL FUNCTIONS OF THE JOB**

This description should identify "essential functions" of the job- basic duties for which the job was created which cannot normally be transferred to another position without disruption in the flow or process of work.

### **H. ADDITIONAL EXAMPLES OF WORK PERFORMED**

Employee may be subject to inclement weather. Occasional exposure to fumes, exhaust, noise, vibrations, dust or dirt. Must be available for emergencies on a 24-hour basis.

### **I. REQUIRED KNOWLEDGE AND ABILITIES**

Employee will spend 60% of their day in the field reviewing projects, inspecting facilities and grounds, following up on employee work performance and attending meeting as required. Employee will also make recommendations for improvement and efficiency in all aspects of the job.

Employees will oversee all maintenance contracts pertaining to City owned property and grounds  
Making and set schedules for facility and grounds staff

- Managing and supervising all facilities and grounds personnel
- Maintain a safe work environment for all employees
- Coordinate site safety programs
- Ensure the efficient operation of facilities
- Ensure all processes and compliance programs are met
- Preparing cost estimates for the replacement or maintenance of equipment
- Coordinating all maintenance issues and schedules
- Preparing and filing reports with government and regulatory authorities including permitting.
- As assigned by supervisor

**J. QUALIFICATIONS:**

- High School Degree
- Bachelor's in Facility Management preferred
- 3-5 years' experience in building and grounds maintenance
- Valid Indiana driver's license
- Computer Skills: Micro Soft Office Suite
- Strict adherence to company policy
- Must pass a pre-employment drug screen