



City of Mishawaka  
100 Lincolnway West  
Mishawaka, IN  
46544

# Job Posting

**POSITION:** Assistant Street Commissioner/ Facilities and  
Grounds Manager

**DATE POSTED:** 03/14/2023

**DEPARTMENT:** Central Services

**DATE CLOSED:**

**SALARY:** \$2,313.72 Bi-weekly

**HOURS:** Various

**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.

## ESSENTIAL FUNCTIONS:

1. Employee will spend 60% of their day in the field reviewing projects, inspecting facilities and grounds.
2. Following up on employee work performance and attending meeting as required.
3. Employee will also make recommendations for improvement and efficiency in all aspects of the job.
4. Employees will oversee all maintenance contracts pertaining to City owned property and grounds
5. Making and set schedules for facility and grounds staff.
6. Managing and supervising all facilities and grounds personnel
7. Maintain a safe work environment for all employees.
8. Coordinate site safety programs.
9. Ensure the efficient operation of facilities.
10. Ensure all processes and compliance programs are met.
11. Preparing cost estimates for the replacement or maintenance of equipment
12. Coordinating all maintenance issues and schedules
13. Preparing and filing reports with government and regulatory authorities including permitting.
14. As assigned by supervisor

## QUALIFICATIONS:

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

## 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.

**Please be sure to indicate the position you are applying for in your cover letter and resume.**



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## APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources  
City of Mishawaka  
100 Lincolnway West  
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: [humanresources@mishawaka.in.gov](mailto:humanresources@mishawaka.in.gov)

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The City of Mishawaka is an Equal Opportunity Employer