



## RECRUITMENT ANNOUNCEMENT

**Division Supervisor (Facilities)**  
[Department of Public Works](#)

Starting at \$57,633 – 65,000/year

Posting Date  
December 2, 2016

Closing Date  
**Open Until Filled**

“We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.  
We strive to lead by example within the region.  
We do this because we want everyone to choose Troy as their community for life.  
We believe in doing government the best.”

### DUTIES

- Responsible for managing the facility operations and building maintenance of the City of Troy municipal buildings.
- Direct and/or perform skilled work in the maintenance of heating, cooling, electrical, plumbing and related systems.
- Establish operational policies and procedures for projects and maintenance programs.
- Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
- Train and supervise employees, conduct performance evaluations and foster good employee relations. Oversee contractual custodial staff, including contractors for necessary projects.
- Control costs and plan the overall operations of the division. Analyze data and forecast trends.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
- Read and interpret blueprints to determine specifications.
- Understand and comply with Michigan and Residential Building Codes.
- Coordinate and interact with other City departments frequently.
- Monitor Department of Environmental Quality (DEQ), Occupational Safety and Health Administration (OSHA) and Michigan Occupational and Health Administration (MIOSHA) standards.
- Perform related duties as required.

### REQUIREMENTS

- High school graduate (or GED equivalent).
- Five (5) years of full-time experience in building maintenance operations and/or facility management, including at least two (2) years of supervisory experience.
- Working knowledge of building automation systems.
- Knowledge of principles and practices of management, budget and cost control.
- Excellent time management and team-building skills.
- Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards).
- Strong computer skills; proficient in Microsoft Office Suite.
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical including drug screen.

### PREFERENCES

- Certification(s) from college or technical school; Associate Degree in Facility Management, Public Administration, Business Administration or a related field; **must submit proof at time of application and official transcripts at time of interview**. Applicants with an equivalent combination of education and experience may also be considered.
- An EPA approved certificate in refrigerant removal and recovery (Type II or Universal).
- Experience in Public Asset Management Software, Cityworks.

**EVALUATION PROCESS** consists of application review and interview.

### APPLY

Applications are available at [www.troymi.gov/jobopenings](http://www.troymi.gov/jobopenings) and can be sent to [apply@troymi.gov](mailto:apply@troymi.gov) or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (i.e. writing “see resume” is not sufficient).

#### AN EQUAL OPPORTUNITY EMPLOYER

The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.