



## Building and Grounds Maintenance Manager Position Description

**Department:** Buildings and Grounds  
**Position:** Facilities Maintenance Manager  
**Job Category:** LTC (Labor, Trades, and Crafts)  
**Status:** Permanent, Full-Time  
**Scheduling:** 40 Hours Weekly  
**FLSA Status:** Non-Exempt Hourly  
**Date of Announcement:** 7/30/2026  
**Application Deadline:** Until position is filled

### **Job Summary:**

Under the direct supervision of the Director of Parks, Buildings and Grounds, the Manager of Facilities Maintenance is responsible for the planning, coordination, supervision, and execution of maintenance, repair, and improvement activities for city-owned buildings, facilities, and physical assets. This role ensures safe, functional, compliant, accessible, and well-maintained municipal properties that support public services, city operations and community use. The manager oversees a team of maintenance staff, contractors, and vendors, and works closely with various departments to prioritize and implement maintenance programs aligned with city goals. The following is a list of duties that are normal for the position, but not all-inclusive.

### **Essential Duties and Responsibilities:**

#### **Maintenance & Operations**

- Plan, coordinate, and perform preventive and corrective maintenance for City facilities and building systems, including HVAC, electrical, plumbing, roofing, structural, painting, and related components.
- Respond to emergency maintenance issues and ensure proper operation of life-safety systems, including emergency lighting, smoke detectors, fire extinguishers, and AEDs.
- Perform light construction, carpentry, and custodial duties as needed.
- Manage contracts for building services, including preparing scopes of work, obtaining quotes, scheduling work, and ensuring contractor performance.
- Conduct routine facility inspections to identify maintenance needs, safety concerns, and regulatory compliance requirements.
- Coordinate required inspections and maintain related testing, maintenance, and compliance records.
- Implement proactive maintenance strategies to maximize equipment reliability and asset life.
- Maintain inventories of materials, tools, and repair parts.
- Coordinate maintenance programs for elevators, generators, backflow prevention devices, streetlights, holiday lighting, and 811 utility locate requests.
- Perform construction oversight for facility renovation and capital improvement projects.
- Remove snow from City buildings, sidewalks, parking lots, and trails.
- Collaborate with City departments to coordinate maintenance activities, resolve issues, and support special projects.
- Respond to after-hours facility emergencies and coordinate emergency repairs as needed.

#### **Supervisory and Administrative**

- Supervise maintenance staff, including hiring, training, performance evaluations, and daily work assignments.
- Assist in preparing and administering the building maintenance budget.

- Develop and implement safe work practices and ensure compliance with OSHA, building, fire, environmental, and other applicable regulations.
- Assist in developing annual and long-range capital improvement plans.
- Participate in departmental planning, reporting, and operational coordination.

#### **Project and Asset Management**

- Plan and manage facility renovation and improvement projects, including budgeting, procurement, contractor coordination, scheduling, and quality control.
- Maintain the City's maintenance management/work order system and oversee asset inventories, lifecycle planning, and replacement schedules.

#### **ADA Compliance and Accessibility**

- Assist with implementation and periodic updates of the City's ADA Transition Plan.
- Conduct facility accessibility assessments and coordinate corrective actions.
- Perform other duties as assigned.

#### **Minimum Qualifications:**

- Candidates with extensive hands-on trade experience are strongly encouraged to apply.
- High school diploma or equivalent, along with considerable facility maintenance, construction, or skilled trades experience; or any equivalent combination of education, technical training, industry certifications, apprenticeship completion, and progressively responsible work experience that provides the required knowledge, skills, and abilities.
- Experience in facility maintenance, building systems, construction, or skilled trades, including at least two (2) years in a lead, supervisory, or management role.
- Must be 18 years old.
- Must have and maintain a valid driver's license during employment.

#### **Licenses and Certifications:**

- Must possess a valid Class B Commercial Driver's License (CDL) or the ability to obtain within 6 months of employment with employer assistance.
- Certified Playground Safety Inspector (CPSI) Certification or the ability to obtain within 6 months of employment with employer assistance.
- Pesticide/herbicide Applicator license required or ability to obtain within a specified timeframe with employer assistance.

#### **Knowledge, Skills and Abilities:**

- Knowledge of applicable building codes, OSHA regulations, fire and life safety requirements, ADA accessibility standards, and environmental regulations.
- Ability to plan, prioritize, organize, and coordinate multiple maintenance activities, projects, and work assignments.
- Ability to supervise, train, evaluate, and motivate employees while promoting a safe, productive, and customer-focused work environment.
- Ability to establish and maintain effective working relationships with employees, contractors, vendors, elected officials, regulatory agencies, and the public.
- Ability to analyze maintenance issues, exercise sound judgment, and develop practical solutions in both routine and emergency situations.
- Ability to prepare, maintain, and interpret work orders, maintenance records, reports, budgets, purchase orders, contracts, blueprints, technical manuals, and related documents.
- Ability to communicate effectively, both verbally and in writing.
- Ability to perform basic mathematical calculations, measurements, percentages, and cost estimates.

- Ability to operate computers, maintenance management software, office equipment, hand tools, power tools, and maintenance equipment.
- Ability to exercise professionalism when handling sensitive information.

**Environmental - Working Conditions:**

- Work is performed in both office and field environments.
- Position requires frequent standing, walking, climbing, bending, kneeling, crouching, reaching, lifting, carrying, and operating maintenance equipment.
- Must be able to lift and move up to 50 pounds.
- Work may involve exposure to adverse weather conditions, temperature extremes, dust, noise, and other environmental conditions associated with facility maintenance.
- Position requires responding to emergency maintenance situations and may require work outside normal business hours, including evenings, weekends, holidays, or during emergency events.

**Compensation:**

**Hourly Salary Range:** \$27.77 - \$41.66, depending on qualifications and experience.

**Pay Grade:** Grade 16 as designated by the current salary ordinance.

**Work Schedule:** Monday through Friday, 7:00 a.m. to 3:00 p.m. Hours outside the normal work schedule may be required for meetings, emergency response, special projects, and City events.

**\*\*\*Applicants will be required to successfully pass a background check as a condition of employment\*\*\***

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshen.in.gov](http://www.goshen.in.gov) . Click Job Opportunities.

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