

City of Geneva – Facilities Manager

The City of Geneva is seeking a qualified team-oriented individual to serve in the newly established position of Facilities Manager. The Facilities Manager reports to the City Administrator and is responsible for the development and implementation of a comprehensive facility maintenance program and coordination of facility improvements and repairs. This position has substantial responsibility in making recommendations for planning and budgeting of capital building and remodeling projects, including preparing bid specifications, selecting consultants and vendors, and overseeing construction and remodeling projects. Duties include providing technical insight and guidance regarding mechanical, electrical, plumbing, heating, cooling, ventilation, and other relevant building systems. The successful candidate will work across Departments to prioritize repair and maintenance projects and implement short and medium-range plans consistent with long-term facility planning goals.

Candidates should be familiar with RFP/RFQ processes, has knowledge of building systems and mechanicals, experience with construction and working with contractors. Other qualifications include; Bachelor's Degree from an accredited college or university in Engineering, Architecture, Construction Management, Facilities Management; or related field; and five to seven years of progressively responsible related experience; or any combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Valid Illinois Driver's License.

Demonstrate knowledge of construction contract standards, construction practices, sustainability and energy management, cost estimating, competitive bidding processes, reading blueprints, developing specifications, or construction management trends is required. Applicants should have the ability to apply project management techniques and principles to manage multiple projects, attend evening meetings, and respond after hours. IFMA Certification is desirable but not required.

Salary range for this position is \$95,298 to \$138,183. Anticipated hiring range up to \$110,000 depending on qualifications plus an excellent benefits package including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, Empower retirement plans, paid sick, vacation, holiday time, and more.

Please send a complete job application and resume to: Mera Johnson, Human Resources Office, City of Geneva, 22 S. First St., Geneva, IL 60134 or mjohnson@geneva.il.us by 11:00 PM, Sunday, April 3. Resumes will not be accepted without a completed job application. For more information please visit our website at www.geneva.il.us/Jobs.aspx. The City of Geneva is an Equal Opportunity Employer.

