



Job Posting
Facilities Superintendent

Pay Range:

\$66,000-\$82,000 annual salary based on experience. In office, 40 hours a week, Monday-Friday.

Benefits:

The City of Berkley offers a competitive benefit package including low deductible medical insurance, dental and vision, paid time off, short term and long-term disability, life insurance, and a generous 401 (a) match.

Duties:

- Act as liaison between City leadership and departments to identify and resolve facility issues. Prepare reports and communicate facility performance and project updates to City leadership.
- Supervise employees performing facility maintenance projects and assignments.
- Manage maintenance and repair of municipal buildings, including HVAC, plumbing, electrical, custodial, and safety systems. Develop and oversee facility maintenance schedules, inspections, and reporting systems.
- Coordinate and supervise contractors, consultants, and service providers; lead bid and procurement processes.
- Monitor facility performance and energy usage; recommend and implement energy efficiency and renewable energy improvements.
- Assist in preparing the facilities budget and capital improvement plans. Identify and pursue funding opportunities (grants, bonds, loans, etc.) for facility projects.
- Oversee construction, renovation, and public improvement projects; ensure quality, timelines, and compliance.
- Conduct regular facility inspections and respond to after-hours emergencies as needed.
- Ensure compliance with federal, state, and local regulations and environmental standards. Support policy development and initiatives. Serve as staff liaison to advisory committees and external stakeholders.
- Maintain accurate records and safeguard confidential information.
- Other duties as assigned.

Requirements:

- Must possess a high school diploma or equivalent (G.E.D) and be at least 18 years of age at the time of application.
- Experience in building maintenance, facilities management, construction, or related field.
- Minimum 3 years' experience working on large projects or applicable facility management oversight
- Ability to read and interpret blueprints, schematics, manufacturer's specifications, work manuals, techniques, and policies.
- Knowledge of state and local building codes and ordinances as well as federal, state, and local laws, rules and regulations, safety practices, equipment, methods, and materials utilized in public works maintenance and construction projects.
- Considerable knowledge and expertise in the use of personal computers, including word processing, database, and spreadsheet software.
- Able to establish effective work relationships and use good judgment, initiative, and resourcefulness when dealing with the public, business, and community interests, elected officials, other employees, and professional contacts.
- Strong, clear communication, customer service and interpersonal skills. Ability to communicate with the public and all levels of the organization. Excellent time management, prioritization, and ability to meet deadlines.
- Must have a valid driver's license and have the ability to pass a background check.

To Apply:

Please submit a completed application to Human Resources Director Jessica Stover at hr@berkleymi.gov . Applications must be submitted via email. Application Packet: <https://www.berkleymi.gov/employment>

Date Posted: 6/3/26

EEO/ADA Statement:

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Berkley does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested. Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 658-3356 or Jstover@berkleymi.gov if auxiliary aids or services are needed. Reasonable advanced notice is required.