



POSITION ANNOUNCEMENT
Genesee County Land Bank Authority
An Equal Opportunity Employer

Position Title: Facility Manager
Department: Property Maintenance
Reports to: Duane Bickford, Director of Property Maintenance
Salary Range: Commensurate with Experience
Location: 452 S. Saginaw St. Second Floor, Flint, MI 48502

About the Land Bank:

The Genesee County Land Bank Authority (GCLBA) is driven by its mission, “to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.” We do this by developing, managing, and implementing redevelopment programs that encourage investment and strengthen the communities we serve.

Position Summary: The Genesee County Land Bank Authority (GCLBA) Facility Manager position involves overseeing and managing various aspects of property assets and real estate owned by the organization, with a focus on facility maintenance, inspection, procurement, and construction. This role requires a combination of project management, code compliance, procurement, and construction expertise. The individual in this role will be responsible for ensuring that GCLBA properties are utilized efficiently, managed according to organizational goals and requirements, and maintained to high operational standards.

Responsibilities:

Project Management:

- Solicit bids that align with the organization’s procurement policies.
- Oversee the execution of construction and repair projects, ensuring they stay within budget and timeline.
- Coordinate contractors, subcontractors, and construction teams to ensure efficient project progress.
- Regularly monitor and report on project status to senior management.

Construction Oversight:

- Monitor construction quality and ensure adherence to safety regulations and building codes.
- Resolve any construction-related issues that arise during the project.
- Review and approve change orders, ensuring they align with project goals and budget.
- Ensure contractors have proper insurance and worker’s compensation.

Budget and Cost Control:

- Develop project budgets and forecasts, considering all construction and development costs.
- Monitor project expenses and track budget utilization throughout the project lifecycle.
- Identify cost-saving opportunities without compromising project quality.
- Submit all payment packages for approval by finance department.



Stakeholder Communication:

- Maintain effective communication with internal stakeholders (senior management, department heads) to ensure alignment with project and management objectives.
- Communicate progress, challenges, and updates to relevant parties regularly.

Regulatory Compliance:

- Ensure all development and construction activities comply with relevant zoning laws, permits, and regulations.
- Obtain necessary permits and approvals for construction projects when necessary.
- Work with Management Team to maintain GCLBA procurement policies and to make updates with appropriate approvals as necessary.

Maintenance and Facility Management:

- Develop and implement maintenance plans to ensure the ongoing upkeep of land assets and constructed facilities.
- Ensure the function of all building amenities and systems.
- Catalogue and maintain all information on purchases and investments in properties.
- Oversee routine inspection and maintenance activities and address any issues promptly.
- Serve as liaison to all municipal government contacts related to our properties.
- Serve as emergency contact for all GCLBA buildings.
- Turn on utilities, as needed, including but not limited to gas, water and electricity.
- Other responsibilities, as needed, including but not limited to hands on construction, labor and property maintenance under the prevue of the Maintenance Director.

Requirements:

- At least 5 years' experience in Construction/Project Management, Real Estate Facility Management, or a related field.
- Strong understanding of building codes, zoning regulations, construction practices, writing bid specifications, and reviewing bids.
- Excellent communication and interpersonal skills for effective stakeholder management.
- Proficiency in project management software and tools.
- Ability to analyze financial data, prepare budgets, and manage project costs.
- Problem-solving skills to address unexpected construction challenges.
- Attention to detail and commitment to delivering high-quality results.
- Strong organizational skills to manage multiple projects simultaneously.

The GCLBA Facility Manager position plays a vital role in optimizing land/property asset utilization, ensuring the health and happiness of tenants, and maintaining property value over time. The individual in this role must exhibit a blend of strategic thinking, construction knowledge, and project management expertise. This position will report to the Director of Property Maintenance.

To Apply:

Please send a copy of resume and cover letter to jobs@thelandbank.org.

*The Genesee County Land Bank Authority is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. *** If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job online as a result of your disability. You can request accommodations by contacting Human Resources at HR@thelandbank.org.*