



## **FACILITIES AND MAINTENANCE MANAGER**

The William Davidson Foundation is seeking applications for the position of **Facilities and Maintenance Manager** to manage a brand-new, state-of-the-art office building located in Bloomfield Hills, MI.

The William Davidson Foundation is a private family foundation helping to secure a bright future for the communities that inspired our founder's family for generations. We are dedicated to making transformative investments and supporting catalytic initiatives that will deliver lasting value for future generations in Detroit, Israel, and within the Jewish community. Our assets are approximately \$1.5 billion, and we grant approximately \$60 million annually.

Our culture reflects our founder's greatest strengths and traits. Like Mr. Davidson, we prize optimism and creativity as we carry out our work together. We also value relationship building and true partnership within our team and alongside our board, grantees, and community. But in short, we believe in working hard, collaborating closely, and maintaining a consistent mindset embodying curiosity, courage, and action.

### **THE OPPORTUNITY**

The Facilities and Maintenance Manager will be the driving force behind the operational excellence of our new headquarters facility. Working under the direction of the Vice President and Chief Operating Officer, your leadership will be instrumental in ensuring that the functionality, operations, and safety of our new office building remains at peak performance and that our office aesthetics are of the highest of standards. This is not just a job – it is an opportunity to be a pioneer in an environment that thrives on collaboration, possibilities, and making a difference.

This opportunity is a full-time onsite position with on-call hours at the Foundation's new Bloomfield Hills headquarters.

### **OVERVIEW OF RESPONSIBILITIES**

Duties and responsibilities include, but are not limited to:

#### **Leadership & Collaboration**

- Consult closely with general contractors to address items on construction punch list.
- Lead and manage on-site day porter and all third-party contracted services related to maintenance, upkeep, and operation of the building and grounds.
- Work in close partnership with the Office Manager, the IT Manager, and the Foundation's security consultants.

#### **Facility Maintenance**

- Develop and implement preventive maintenance programs to ensure the ongoing reliability of equipment and facilities.
- Conduct regular inspections to identify maintenance needs and address issues promptly.
- Coordinate and oversee repairs, maintenance, renovations, and upgrades.
- Perform general repairs and maintenance, if necessary.
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#### **Budget Management**

- Develop and manage the facility maintenance budget, ensuring cost-effective solutions and adherence to financial constraints.
- Source and negotiate contracts with external service providers and vendors.



### **Safety and Compliance**

- Enforce safety protocols and procedures to ensure a secure working environment.
- Stay informed about relevant regulations and ensure compliance with local, state, and federal laws.

### **Operational Efficiency**

- Identify opportunities for process improvement and implement measures to enhance operational efficiency.
- Effectively manage resources, including personnel, equipment, and budget, to maximize efficiency and minimize waste.

### **Emergency Response**

- Maintain and update emergency response plans to address facility-related crises.
- Act as a point of contact during emergencies and ensure the swift resolution of issues.

### **Documentation and Reporting**

- Maintain accurate records of maintenance activities, expenditures, and equipment performance.
- Generate regular reports on facility maintenance metrics and key performance indicators.

### **IDEAL CANDIDATE**

*The ideal candidate will possess the following professional and personal abilities, attributes, and experiences:*

- Bachelor's degree in Facility Management, Engineering, or a related field, is preferred.
- Proven experience in facility and maintenance management, with a minimum of 5 years of hands-on experience in facilities management.
- Strong knowledge of building systems, equipment, and maintenance and ability to diagnose and resolve a wide range of facility-related issues.
- Excellent leadership and interpersonal skills.
- Thrives in a team environment and is also adept at working independently.
- Solid understanding of budgeting and financial management.
- Familiarity with relevant safety and environmental regulations.
- Effective problem-solving and decision-making abilities.
- Able to communicate effectively both verbally and in writing.
- Strong multi-tasking, organizational, and time management skills with acute attention to detail.
- Proven track record of being calm and focused under pressure, resolving, and diffusing situations, while maintaining professionalism.
- Able to work on-site on holidays, weekends, and/or evenings, if needed.
- Able to be on call outside of normal working hours.

### **WHY US**

Innovative Facility: Step into a world where the ordinary becomes extraordinary. Our new facility boasts the latest in technology and design, providing you with an exciting canvas to apply your expertise and creativity.

Cutting-Edge Equipment: Work with the most advanced and sophisticated equipment in the industry. Your role will be pivotal in ensuring the seamless operation and peak performance of these technological marvels.

Collaborative Environment: Join a team that thrives on collaboration, respect, and mutual support. We believe in fostering an environment where we embody the values of our founder, and each team member contributes to the success of our shared mission.



**Professional Growth:** As part of our commitment to excellence, we provide ample opportunities for professional development. You'll have access to training, workshops, and resources to stay at the forefront of facility management practices.

**Benefits:** We offer a best-in-class benefits package, including paying a significant portion of the premium for employees and their families. We offer flexible spending accounts, employee & dependent life insurance, a retirement savings plan with an employer match, and family and medical leave. Staff receive a generous PTO package, along with a select number of choice holidays. Our office is typically closed for select Jewish holidays and common paid federal holidays.

### **HOW TO APPLY**

If you are ready to take on a dynamic role in a state-of-the-art facility and be a key player in the success story of the William Davidson team, we want to hear from you!

Resumes should be sent to: [jobs@williamdavidson.org](mailto:jobs@williamdavidson.org). No phone calls please.

For further information about the William Davidson organization, please visit: <https://williamdavidson.org/>

*The William Davidson Foundation is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply. Please note, references and background checks will be required.*