City of Auburn

Facilities Manager

The City of Auburn is offering an outstanding opportunity for a Facilities Manager.  The qualified candidate will work directly with the Director of Facilities and Energy and in conjunction with the City Departments to maintain, monitor, inspect, repair and improve all City and School facilities. This position will be located at the newly constructed 280,000 square foot Edward Little High School and oversee a team of maintenance and custodial personnel. The Facilities Manager assists in preparation of an annual budget and monitors expenditures for routine and preventive maintenance and assists in developing budgets for larger renovations, installations of equipment, capital improvements, energy conservation and construction projects. The person filling this position will be required to oversee and/or execute all functions associated with operations to ensure a healthy, safe, clean, and efficient environment is maintained.

The Facilities Manager should have a good knowledge of facility mechanical systems including HVAC systems, geothermal systems, pumps and plumbing systems, power transmission, fire protection, security and alarm systems, codes, and standards; Knowledge of facility structural systems including materials specification, structural design and analysis, construction practices, building and life safety codes; Knowledge of facility environmental systems including air and water quality control, noise control, hazardous material control and waste disposal, regulations, codes, and standards; Knowledge of spreadsheets, database management, and other software relative to the position; Ability to read design and construction plans; Ability to develop and maintain cooperative working relationships with staff and contractors. The ideal candidate should be detail oriented and have great organizational skills.

The preferred candidate should possess a Bachelor’s degree preferred in business administration or mechanical, electrical, civil, and/or architectural engineering or similar technical training with a minimum of five years’ experience in supervision of a broad range of planning and facilities management. Must have a valid Driver’s License with a good driving record and be able to pass a criminal background check and drug test. Candidates must be able to work in all weather conditions. The salary range for the position is $63,000 to $88,379 and is dependent upon qualifications.

The City of Auburn offers outstanding benefits, including low premiums, low out of pocket expense health insurance for the employee and family. Dental insurance, vision insurance, tax free flexible spending accounts and a robust Wellness program for you and your family, as well as free or reduced gym memberships. We offer support both in person and virtually with our Anthem EAP program. Life insurance is provided for the employee and is an option for family coverage as well. Recognizing the work-life balance, the City offers 13 paid holidays, 12 days of vacation time, and 12 days of sick time annually. Parental leave is available during the birth of a child, if needed. Planning for the future is important for all our employees! We offer a 401a plan or the Maine PERS pension plan, as well as other supplemental retirement plans.  And the City of Auburn is a qualified employer for the Public Student Loan Forgiveness program.

Candidates should submit cover letter, resume, salary requirements and at least 3 references to: Christine Mumau, Director of Human Resources, 60 Court Street, Auburn, Maine 04210.  Email at [cmumau@auburnmaine.gov](mailto:cmumau@auburnmaine.gov) Deadline for submission is Friday April 19, 2024.

The City of Auburn values diversity and inclusivity and is an Equal Employment Opportunity employer with a strong commitment to veterans.