



JOB OPENING

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| JOB TITLE: | Facility Coordinator |
| POSTING DATE: | February 25, 2026 |
| CLOSING DATE: | Open until filled. |
| DEPARTMENT/DIVISION: | Special Services/Administration |
| EMPLOYEE GROUP: | Temporary |
| EMPLOYMENT STATUS: | Part-Time |
| START DATE & WORK SCHEDULE: | ASAP 30 hours per week maximum, consistent schedule. Shifts include nights and some weekends. |
| PAY RATE: | \$16.00 - \$18.50 per hour |
| PREVIOUS WORK EXPERIENCE: | Previous work experience in customer service, custodial, or facilities preferred. |
| EDUCATION, SPECIAL SKILLS & TRAINING: | Must be 21 years or older. CPR/First Aid/AED. Training provided. |
| BASIC RESPONSIBILITIES: | This position acts as a team lead for part-time building assistants. Directly reports to the Facility Supervisor. Works with the Facility Supervisor to schedule all building staff based on facility schedules. Communicates with other building staff to coordinate and perform necessary building responsibilities. Responsible for timely event and program set-up and tear-down. Assists custodial and maintenance staff with basic janitorial and general maintenance tasks. Provides excellent customer service including directing and assisting patrons. Enforces facility rules. Maintains accurate reports and submits work orders to the maintenance staff. Attends all mandatory staff training. Assists with tours, cleaning, and other facility tasks as needed. Must be able to lift 50 lbs. |
| HOW TO APPLY: | All candidates must complete an online application . Please create an account and apply online for consideration. |

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.