



JOB OPENING

JOB TITLE:	Facility Programmer
OPENING DATE:	July 17, 2024
CLOSING DATE:	Open until filled
DEPARTMENT/DIVISION:	Special Services/Administration
EMPLOYEE GROUP:	Temporary / Part Time
WORK SCHEDULE:	20 + hours per week, weekend nights mandatory with a rotating schedule, and other hours as needed.
PAY RATE:	\$19-21.00/ hr.
PREVIOUS WORK EXPERIENCE:	Previous work experience in customer service, custodial, or facilities preferred.
EDUCATION:	High school graduate or equivalent. Must be 21 years or older.
SPECIAL SKILLS & TRAINING:	CPR/First Aid/AED. Training provided.
BASIC RESPONSIBILITIES:	<p>The facility Programmer assumes the responsibility of manager on duty and point person when the Facilities Supervisor is not on-site. Responsible for facility staff scheduling and payroll. Assists with programs and rentals, resolving issues, assisting with training staff among other duties. This position acts as a team lead for part-time building assistants and Facility Coordinators. Directly reports to the Facility Supervisor. 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. Enforces all facility rules. Orders and maintains an inventory of facility supplies. Maintains accurate reports and submits work orders to the maintenance staff as needed. Facility Programmers are responsible for exemplifying professionalism, serving as a resource for members and guests, and providing excellent customer service. Attends all mandatory staff training. Assists with tours, cleaning, and other facility tasks as needed. Must be able to lift 50 lbs.</p>
HOW TO APPLY:	<p>All candidates must complete a City of Farmington Hills employment application. Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration.</p>

EQUAL OPPORTUNITY EMPLOYER