

**Up to \$50,000 Annual Salary + Full benefits package! Come join our growing team.**

Founded in 1995, Turning Leaf Behavioral Health Services offers a variety of supports to adults with a primary diagnosis of mental illness as well as co-occurring disorders to those residing on our residential campus. Turning Leaf partners with agencies across the State of Michigan to provide customized clinical supports, designed to meet each individual's needs. Employing nearly 200 employees in opportunities ranging from Direct Service to Executive Leadership throughout Michigan, we hope that you will consider joining the Turning Leaf team as we gear up to lead the way in Behavioral Health! We are seeking a Maintenance/Facilities Manager to join our Leadership team in Lansing, Michigan.

**Responsibilities:** Reporting to the Executive Director, Facilities Manager provides oversight of interior and exterior inspection and maintenance of residential facilities, grounds, and equipment. Incumbent will function as a working Supervisor, who oversees facilities in the Ottawa, Kent, Muskegon, and Lansing areas which require travel between assigned locations. This position provides administrative leadership level supervision and requires 60% time overseeing other worksites. Assists the Director of Operations in ensuring the property is up to code to CARF accreditation and licensing standards. Without direction, manages all aspects of property maintenance which includes vendor relationships, service staff, and resident service requests. Develops and updates preventative maintenance program for each site. Ensures Technicians/Supervisors apply proficient skills to complete tasks in a professional and compliant manner. Typical independent assignments include troubleshoot, repair or replace appliances, carpentry, plumbing, electrical, heating, air conditioning, drywall, boilers, as well as vehicles, and grounds maintenance.

- Supervise statewide maintenance department personnel (3-5), including training, performance management and scheduling activities. Assist and participate with hiring, interviewing, and selection.
- Supports product development and improvement by reviewing new product plans; discussing equipment needs and modifications with design engineers; coordinating activities of technicians, and workers fabricating or modifying machines, tools, or equipment.
- Achieves financial budget goals by preparing an annual maintenance budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Require initiative, ability to work independently and as a team manager to forecast, organize and set priorities.
- Excellent communication (verbal and written), organizational skills and the ability to work under pressure. Maintains effective communication with leadership team regarding status, timelines, and current conditions of all projects and facilities.
- Ability to interpret and implement local, state and federal laws and regulations as they pertain to personnel, equipment and construction. Maintain security systems and emergency procedures including evacuation and exit mapping.

**QUALIFICATIONS:** Ideal candidate will have at least 3-5 years' experience in maintenance supervision or facilities management, preferably in a multi-unit setting. High school diploma/GED is required, collegiate education is preferred. Qualified candidates will have demonstrated knowledge of all building systems, including but not limited to architectural, mechanical, electrical, plumbing, structural, fire alarm and security. Must have proven abilities project management. Priority consideration given to those with prior experience in supervising employees in an autonomous setting. Must possess own basic tools and have reliable transportation for job related use.

**Contingencies:** All opportunities at Turning Leaf are contingent upon successful completion of a post-offer physical examination, drug screening, tuberculosis testing, criminal background clearances, as well as degree and/or license verification. A valid Michigan Driver's License is required at time of employment and must be maintained throughout employment.

**Salary:** \$35,000-\$50,000 annually negotiated by education, and relative experience. Full time positions are accompanied by a total benefits package.

**The Facilities Manager has a 24 hour commitment to your assigned territory, a rotating on call component can be established.**