American Center for Mobility
Job Description

Job title: Facility & Maintenance Manager

Location: Willow Run, Ypsilanti, MI

Reports to Proving Ground Operations Manager

The American Center for Mobility (ACM) is a global development center for transforming the way industries advance safe, sustainable, and secure mobility technologies. ACM offers: an Advanced Mobility Proving Ground with test environments featuring specialized infrastructure, equipment, facilities and resources; An EV Charging testbed for testing EV charger performance; An innovation and technology campus with an industrial tech park for the co-location of mobility companies; Event and demonstration areas for showcasing mobility technologies and convening industry activities. The American Center for Mobility is open to private industry, start-ups, government, standards bodies, and academia.

Position:

ACM is seeking a Facility & Maintenance to who will be responsible for managing the facility related aspects of a proving grounds. This includes but is not limited to; Safety, Security, Maintenance (facility), Land Scaping, Snow Removal, Event Coordination, and Construction Coordination.

Responsibilities:

- Oversee day-to-day facility management and related staff
- Oversee facility maintenance activities including activities of both vendors and direct employees. Ensure that all test environments, buildings, infrastructure, and landscapes are properly maintained.
- Oversee facility security, including the activities of both vendors and direct employees. Ensure site access is controlled, monitored, and patrolled as needed to eliminate possibility of a security breach.
- Coordinate snow removal activities with both vendors and direct employees. Ensure the site can be cleared for testing within 24hrs should clients request a clear track. Evaluate snow grooming / making possibilities.
- Lead event logistics and coordination activities with both direct employees and vendors to meet event objectives for demonstrations, ride and drives, and marketing activities.
- Manage within budget and ensure all financial targets are achieved.
- Adhere to all company procurement policies
- Develop facility and maintenance policies and procedures.
- Work closely with proving grounds staff to ensure seamless execution of employee training.
- Perform other duties as required.

Skills and Qualifications:

- HS Diploma or GED. Bachelor’s Degree in Engineering, Business or other directly related area preferred.
- 5+ years’ experience in managing facilities & maintenance or other directly related area. Experience in an proving grounds or other automotive testing facility a plus
- Experience with electrical or mechanical engineering fundamentals, schematics, one-line drawings
- Requires knowledge of coordinating and working with vendors on facility setup, and configuration.
- Must be able to effectively resolve conflict.
- Must possess an entrepreneurial mind set.
- Must have excellent leadership and team building skills.
- Ability to effectively engage and motivate staff
- Ability to identify and select alternative approaches to problem solving.
• Must be customer focused and quality driven.
• Must be able to display initiative, effectively prioritize and drive actions for timely completion.
• Must have excellent time management and organizational skills.
• Must be detail oriented.
• Excellent interpersonal skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.
• Must be able to work in a fast-paced, multi-tasking environment with shifting priorities.
• Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and system.
• Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail-oriented with attention to quality.
• Microsoft Office proficiency, including Outlook, Word and Excel.
• Ability to travel as business needs dictate.
• Must have a valid driver’s license and safe driving record.

Additional Requirements:

Qualified candidates must be legally authorized to be employed in the United States. The employer does not anticipate providing employment related work sponsorship for this position (e.g., H-1B status).

ACM is an equal opportunity employer that celebrates diversity and is committed to creating an inclusive environment for all employees. ACM does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.