American Center for Mobility

Job Description

Job title: Facility & Maintenance - Staff

Location: Willow Run, Ypsilanti, MI

Reports to Facility and Maintenance 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: Facilities & Maintenance – Staff

Responsible for maintaining facility upkeep and facility coordination for a global development center for safe, sustainable, and secure mobility including the upkeep and repair of the facilities and proving grounds. This includes lawn maintenance, snow removal, facility maintenance, event set-up/tear-down, customer events guidance, research event and environment support, and 3rd party vendor guidance for facility maintenance and event support.

Responsibilities:

- Responsible for daily operation of proving ground and facility operations tasks
- Perform general maintenance and repair of the facilities, including the building and grounds
- Security support and visitor logistics; support event execution
- Track monitoring and safety
- Support facility users and client requests
- May perform repairs including carpentry, mechanical, electrical or plumbing
- May perform pest management and control
- May assist with setup and teardown of company sponsored events
- May assist with trash and recycling programs
- May act as liaison with 3rd party vendors for facility systems, including HVAC and alarm systems•
- May perform mowing and landscaping duties

- May keep sidewalks and entries clear and safe from snow, ice., etc
- May act as liaison with 3rd party vendors for building cleaning and sanitization and/or perform duties directly related to building cleaning and sanitization
- Perform other work as required

Skills & Qualifications:

- High School Diploma or GED
- Ability to lift 50 pounds, operate equipment in a safe manner, exposure to weather and outdoor elements
- Valid driver's license and reliable driving record (required)
- Must be available for some weekend work as needed
- Ability to use hand tools and equipment to perform job duties
- Good verbal and written communication skills; good interpersonal skills
- Must possess the fundamental technical and administrative skills required to perform the job duties; Microsoft Office proficiency, including Word, Excel and Outlook
- Be aware of, and adhere to, safety practices and policies to ensure your own safety, as well as the safety of others who may be affected by your actions at work
- Ability to work in fast-paced, multi-tasking environment with shifting priorities and demanding deadlines
- Must be detailed-oriented and able to effectively prioritize and organize workload, with efficient time management
- Ability to communicate and interact effectively in verbal written and presentation formats
- Must be customer focused and quality driven

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.