

**City of Auburn
Facilities Manager/Purchasing Agent**

The City of Auburn is seeking a Facilities Manager/Purchasing Agent to oversee and/or perform all functions associated with facility planning, operations for a number of city-owned buildings and projects as well as coordinating all purchasing for all City Departments. The position requires a combination of administrative, managerial, technical, professional, supervisory and hands-on work. Duties include long-range facility planning, management of renovation projects, evaluation of energy conservation programs, management of all procurement functions and supervision of Building Maintenance Technician. The Facilities Manager/Purchasing Agent reports to the Finance Director.

Successful candidate must have knowledge of facility electrical systems, mechanical systems, structural systems, environmental systems, building and life safety codes and procurement/bid practices. Bachelor's degree preferred in business administration or mechanical, electrical, civil, and/or architectural engineering or similar technical training with a minimum of five years experience in supervision of a broad range of planning and facilities management and/or purchasing.

Candidates should submit cover letter, resume, salary requirements and at least 3 references to: Deborah Grimmig, Human Resources Director, 60 Court Street, Auburn, Maine 04210. Tel. number is 207-333-6601 ext 1414 or 1416. E-mail address is dgrimmig@ci.auburn.me.us. Deadline for submission of resume is Friday, September 14, 2012.

The City of Auburn is an Equal Opportunity Employer