



Genesee County Parks Facilities Management Intern:

Under the supervision of the Facilities Management Director, the Facilities Management Intern will provide assistance with Asset Management; Capital Planning, Budgeting; Preparing Bid Documents, Capital Project Management; Developing Departmental Procedures and Policies; Developing and Implementing Staff Training Programs, including MIOSHA Compliance; and other job duties as necessary. Internship duties will primarily involve administrative duties in the Facilities Management and Operations aspect of the Parks and Recreation Profession.

Below is a list of examples of the type of work the Intern is likely to be involved in. Actual tasks that the intern is involved with will vary depending on the skill set and interests of the intern.

- Asset Management Program Implementation, including software rollout with a work order/Preventative Maintenance system;
- Preparing Specifications and Scopes of Work for Capital Project Bidding;
- Capital Project Management including working with Engineers, Architects and Construction Contractors;
- Capital Budget Development and Operational Budget Management;
- Maintenance and Operational Materials procurement;
- Developing, Organizing and Managing MIOSHA and Departmental Training Programs;
- Development of a Park GIS Database, including collection of field data with GPS hardware and software;
- Facility Audits, including ADA Transition Planning and Playground Audits
- Collaboration and working with other Genesee County departments and outside organizations.

The Genesee County Parks and Recreation Commission manages over 11,000 acres of land across Genesee and Lapeer Counties. We operate a wide variety of facilities; including, three(3) Beaches, a Historic late 1800's village, a Narrow Gauge Railroad, an ORV park, a Nature Center, a Campground, two(2) developed Boat Launches, over 20 day use parks, two equestrian facilities, a Disc Golf course, multiple urban parks and trail system within the City of Flint, and much more. The Genesee County Parks operates a diverse range of facilities that will provide an internship student with a wide range of opportunities to learn and grow as a professional.



Qualifications:

- Ability to maintain good interpersonal relationships and communicate effectively.
- Strong interpersonal and communication skills.
- Strong computer skills, including Microsoft Office.
- Completion of a State of Michigan background check & a valid driver's license.
- Enrolled in a Facility Management, Parks and Recreation or related field at an undergrad or graduate level.

To Apply: Please send cover letter detailing interest in the position and your resume to: Matt Armentrout, Facilities Management Director, marmentrout@gcparks.org, 810-249-3831

Rate of Pay: \$12.55 per hour

Number of Positions: 1

Positions can be tailored to meet the requirements of a variety of internship length requirements. Flexible start and end dates.

Application Deadline: Open until filled.