



JOB OPENING

JOB TITLE:	Facility Programmer
POSTING DATE:	February 25, 2026
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Special Services/Administration
EMPLOYEE GROUP:	Temporary
EMPLOYMENT STATUS:	Part-Time
START DATE & WORK SCHEDULE:	ASAP 20+ hours per week, weekend & nights mandatory with a rotating schedule, and other hours as needed.
PAY RATE:	\$19.00 - \$22.50 per hour
PREVIOUS WORK EXPERIENCE:	High school graduate or equivalent. Must be 21 years or older.
EDUCATION, SPECIAL SKILLS & TRAINING:	CPR/First Aid/AED. Training provided.
BASIC RESPONSIBILITIES:	The facility Programmer assumes the responsibility of manager on duty and point person when the Facilities Supervisor is not on-site. Responsible for facility staff scheduling and payroll. Assists with programs and rentals, resolving issues, assisting with training staff among other duties. This position acts as a team lead for part-time building assistants and Facility Coordinators. Directly reports to the Facility Supervisor. Communicates with other building staff to coordinate and perform necessary building responsibilities. Responsible for timely event and program set-up and tear-down. Assists custodial and maintenance staff with basic janitorial and general maintenance tasks. Enforces all facility rules. Orders and maintains an inventory of facility supplies. Maintains accurate reports and submits work orders to the maintenance staff as needed. Facility Programmers are responsible for exemplifying professionalism, serving as a resource for members and guests, and providing excellent customer service. Attends all mandatory staff training. Assists with tours, cleaning, and other facility tasks as needed. Must be able to lift 50 lbs.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.