

DIRECTOR OF FACILITIES MAINTENANCE

Position Purpose:

Supervises cleaning, buildings assigned to the department, contractors and/or staff and monitors task/job performance. Performs routine maintenance duties requiring a moderate measure of responsibility and judgment in determining method of completion; all other work as required.

Supervision:

Supervision Scope: Performs highly responsible duties in directing the cleaning and maintenance of municipal buildings; exercises considerable judgment in supervising activities and in furnishing advice as to maintenance and cleaning needs; exercises considerable judgment and initiative in formulating plans and policies for the services provided.

Supervision Received: The Director shall be responsible to the Town Administrator for performing the essential functions. Resolves procedural problems independently, requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: Supervises one full time employee and other building maintenance contractors.

Job Environment:

Administrative work is performed under typical office conditions; the noise level is moderate; outdoor work entails exposure to varied weather conditions; occasional exposure to fumes associated with standard cleaners. May be called in emergencies at any time of the day or evening.

Operates automobile, computer, printer, computer peripherals, hand and power tools, copier, and other standard office equipment.

Makes frequent contacts with subordinate staff, vendors, and town departments. Contacts are in person, in writing, and by telephone and require discussing complex administrative and technical matters.

Has access to department-related confidential information including bid proposals.

Errors in administrative decisions could result in lower standards of services, substandard construction, inadequate maintenance programs, excessive costs, damage to property, and endanger public safety.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Develops and follows a program of preventive maintenance of all equipment. May perform work or set up and oversee repairs with other departments or outside vendors. Recommends maintenance methods, supplies and equipment. Makes routine repairs to buildings and facilities as needed.

Prepares and submits maintenance/custodial budgets for the Town Hall, Police Station and Fire Station and other buildings assigned to the department.

Requisitions supplies, equipment and services as required and within the budgets allocated for the buildings assigned to the department.

Keeps informed of the latest methods in building maintenance and building cleanliness.

Coordinates vendor services (sprinkler test, fire alarm testing, elevator testing, HVAC service and repair). Minor painting of interior and exterior of buildings. Build and/or assemble shelving and assemble other equipment.

Perform skilled manual work and supervises contractor/staff work involving the care and maintenance of Town buildings and related equipment. Work is focused on, but not limited to the following buildings: Police Department, Fire Department, and Town Hall. Provides services to other buildings as assigned.

Examines buildings on a regular basis for needed repairs, maintenance, and cleanliness; engages in general maintenance and repairs, including carpentry; oversee routine cleaning of buildings. Receive and obtain quotes for maintenance and repair needed.

Ensures that winter maintenance duties are performed such as snow removal from walks and distribution of salt/sand on walks of buildings.

Reviews activity calendar for assigned rental of the Great Hall and ensures proper room set up and adequate custodial work performed before, during and after functions.

Supervises activities of custodian and performs duties of the custodian during the absence of the custodian.

Maintains records on lighting, repairs, painting projects; prioritizes work orders and requests by departments; plans for future repairs and upkeep for equipment and buildings.

Operates and maintains the heating and air conditioning systems. Checks equipment to ensure proper operation; monitors generators, lights, and furnace and air conditioning units. Carry on a continuous program of inspection to insure the elimination of hazardous conditions. Schedules routine maintenance of these items.

Oversees maintenance contracts for equipment.

Responsible for the operation and repair of various machines and equipment used in the maintenance of buildings.

Responsible for the safety and security of buildings; schedules repairs and inspection for fire equipment, exit signs, emergency lights; inspects fire security equipment; monitors locking system for buildings and coordinates state and insurance inspections of equipment, boilers, pressure tank, elevator, etc.

Performs winter maintenance functions for buildings and facilities.

Maintains inventories of tools, equipment, vehicles and supplies.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma; Associates Degree preferred, and 5 years years of experience in custodial work and a supervisory role; or any equivalent combination of education, training and experience.

Special Requirements:

Must possess a valid driver's license.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of state guidelines as they pertain to labor laws, environmental mandates and procurement. General knowledge of all trades. Must have knowledge of building maintenance systems and custodial cleaning techniques.

Ability: Ability to work cooperatively with staff and the public. Ability to handle inquiries and/or complaints tactfully and effectively. Ability to use word processing, spreadsheets and automated systems for processing work orders. Use computer software to make presentations used for employee training.

Skill: Excellent verbal and written communication skills. Strong interpersonal skills. Skill in all of the above listed tools and equipment. Superior organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constant moderate physical effort is generally required in performing functions. The majority of the shift is spent standing and/or walking. Required to reach, bend, stoop, crawl, crouch, and climb a

ladder when cleaning and performing maintenance duties. Frequently required to lift, move, and/or push furniture and equipment, which may weigh 60 pounds or more; may lift/move/push up to 100 pounds. Accesses all areas to be cleaned. Operates power tools, and cleaning equipment. Must be able to detect odors. Ability to operate automobile.

Note: The employee in this position will receive a \$400.00 yearly minimum uniform/equipment allowance.

Note: The incumbent position holder, Mr. Daniel C. Sherman is classified as an Exempt Employee eligible to accurate Compensation Time.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)