

Job Title: Facilities Maintenance Technician	Hours per week: 25	FLSA Status: Non-Exempt
Reports to: Town Administrator	Department: Board of Selectmen	Grade: 6
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

FACILITIES MAINTENANCE TECHNICIAN

General Statement of Duties

Performs regular and complex maintenance and repairs and ensures that contracted maintenance is carried out competently. In cooperation with department heads, ensures that custodial work in municipal buildings is carried out. Assists with seasonal work. Maintains records consistent with town policies and procedures, all other work as required. Implements a proactive, preventative approach toward building maintenance to reduce long-term expenses. Assists with long-term capital planning for facilities. Develops and implements maintenance budget.

This is a part time position between twenty and thirty hours per week.

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.

Performs all aspects of building maintenance, repair, renovation and upkeep not requiring a tradesperson skilled in an area outside the incumbent's area of expertise; including but not limited to: the shoveling of snow, moving of furniture, applying weather stripping, hanging shelves, light carpentry, changing light bulbs, maintaining sidewalks and grounds, scheduled maintenance (belts, filters, and lubrication) to various equipment, as well as performing expert work within own field. Performs emergency repair and maintenance work in the event of a natural disaster.

Performs framing, rough, and finish carpentry to erect structures, partition interior spaces, and frame and trim doors and windows. Operates a variety of large and small power and hand tools used in the maintenance and repair of buildings and structures in a proper and safe manner

Maintains a computerized maintenance management system for tracking work orders, spare parts, and maintenance history for buildings and equipment and completes weekly schedules for all work. In association with the Town Administrator prioritizes all work orders and work assignments.

Investigates the condition of buildings, equipment and grounds by making periodic inspections and prepares weekly schedules for repairs and improvements in the facilities to ensure that needs are met. Initiates and implements equipment, utilities, building, and grounds maintenance programs based on best practices with an emphasis on planning/scheduling and performing preventive/predictive maintenance. Ensures town, state and federal regulations relating to building maintenance are met at all times. Maintains all safety, health, and environmental laws, regulations, policies, procedures, and logs.

Maintains detailed and accurate records with regard to the annual inspections of equipment, general preventative maintenance, and inventory. Monitors the use and inventories of spare parts, maintenance supplies, and equipment and initiates reordering when necessary.

Schedules installations and contracted work and ensures that such work is accomplished in a safe and timely manner. Drafts bid specifications, publishes RFP's and reviews bids. Participates in identifying, screening and hiring contractors in each trade. May serve as "clerk of the works;" supervising contracted tradesmen. Supervises contracted work to assure quality and completion through review of reports and frequent site inspections.

Monitors the performance of the cleaning service and ensures that the following tasks are accomplished (list is demonstrative and not all-inclusive): floors swept and mopped, bathroom sinks and toilets cleaned and sanitized, carpeted areas vacuumed, all trash is collected and removed from building area, related work is accomplished as required and the situation dictates.

Assists the Town Administrator and appropriate department heads in the development of a Capital Improvement Schedule for each building. Develops cost estimates for maintenance budget and capital expenditures. Prioritizes duties within budget, develops and implements cost saving measures.

Prepares an annual report of all town buildings to be presented to Capital Committee and/or Town Meeting. Communicates regularly with Department Heads, Committees, and other facility users. Reports, in person, to the Board of Selectmen as directed.

Supervision

Receives administrative oversight from town administrator while responding functionally to needs of on-site managers and department heads; and in consultation with appropriate Boards. All facility work will be executed with coordination with on-site managers and Department Heads. This position requires a self-motivated individual capable of handling day to day duties with intermittent supervision.

Job Environment

Work is performed under typical facility maintenance as well as office conditions and in the field, with intermittent exposure to adverse weather conditions. Work sometimes requires physical exertion, such as climbing ladders, use of hand and power tools, shoveling and lifting. Environment may require the proper use of safety equipment to protect incumbent from potential hazards. Incumbent will be expected to perform inside and outside, in conditions of significant heat and cold, and inclement weather.

Has access to department confidential information, such as: bid proposals, confidential documents and communication between the department heads and citizens, employees, and outside vendors.

Work involves isolating and defining unknown conditions, resolving critical problems, and sometimes developing new theories in the process of problem resolution. Errors in judgment could seriously affect the work of others and the proper maintenance of Town property and facilities. Errors could also result in safety hazards, monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the Town.

Recommended Minimum Qualifications

Education and Experience

At least 6 years experience as a Maintenance Technician, Maintenance Supervisor or a similar position. Experience should include such areas as the maintenance and repair of facilities, interpreting blueprints and plans, estimating costs for renovations and repairs, and supervising the performance of contractors.

Knowledge, Ability and Skill

Thorough knowledge of building materials and tools as well as their use in maintenance and repair. Working knowledge of building structures and systems (i.e.: steam and hot water boilers, electrical systems, air conditioning equipment, etc.). Working knowledge in one or more of the following: carpentry, plumbing and heating, electrical, general contracting.

Knowledge of various Federal, State and County codes and legal requirements involving procurement, construction, fire, safety and sanitation.

Ability to accurately read and interpret documents such as construction drawings, specifications, and as-built plans, schematics, and procedure manuals.

Ability to maintain detailed and accurate records relating to building maintenance, facility renovations, department finances and any other functions deemed appropriate by appointing authority.

Ability to communicate effectively orally and in writing, including producing routine reports and communications, and bid specifications.

Ability to coordinate multiple large projects simultaneously.

Ability to supervise contracted and volunteer labor.

Ability to interact and negotiate in a positive and effective manner with Town employees, contractors, Boards/Committees, and general public.

Ability to use a personal computer and related software, including data entry. Strong experience with Microsoft Office or equivalent programs.

Ability to work evenings and emergency hours when required.

Valid Massachusetts drivers license.

Physical Requirements

While performing the duties of this job, the incumbent is regularly required to use hands and arms to operate tools and equipment, push, pull and grasp objects, communicate and hear.

Specific vision abilities required by this job including depth perception, color vision and close vision.

Incumbent must be able to lift and/or carry objects weighing up to 40 pounds and occasionally lift and/or carry objects weighing up to 60 pounds.

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

Approved on September 13, 2010