

Position Purpose:

The purpose of this position is to perform routine to complex maintenance work of the Police Department facilities. Performs all other related work as required.

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 such as shoveling of snow, moving of furniture, applying weather stripping, hanging shelves, light carpentry, hanging light bulbs, maintaining sidewalks and grounds and scheduled maintenance (belts, filters, and lubrication) to various equipment.
- Performs all cleaning and custodial services and ensures the following tasks are accomplished to include emptying trash, cleaning and disinfecting bathrooms, changing batteries, washing hard floors, and cleaning carpets, vacuuming, dusting, and washing windows.
- Paints rooms, cleans grease traps, dryer vents, repairs items such as walkers and wheelchairs and pressure wash the building.
- Performs framing, rough and finish carpentry to erect structures, partition interior spaces, and frame and trim doors and windows.
- 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.
- 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. Prioritizes all work orders and work assignments.
- Investigates the condition of building, equipment, and grounds by making periodic inspections and prepares schedules for repairs and improvements in the facilities to ensure that needs are met.
- Schedules installations and contracted work and ensures that such work is accomplished in a safe and timely manner.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School diploma; three to five years' experience as maintenance technician, supervisor, or similar position; or any equivalent combination of education and experience. Driver's license. CORI check required

Knowledge, Ability and Skill:

Knowledge: 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., hot water oilers, electrical systems, air conditioning equipment, etc.). Basic knowledge of trades including plumbing, electrical, carpentry and general contracting.

Ability: Ability of independent judgment, initiative, and decision-making. 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 and department finances. Ability to coordinate multiple large projects simultaneously.

Ability to communicate effectively. Ability to operate computer, standard office equipment, power, and hand tools. Ability to follow all applicable safety regulations and town procedures.

Skill: Skill in the operation of power and hand tools. Skill in assessing maintenance problems. Good written and verbal communication skills. Basic computer skills; interpersonal and problem-solving 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. The employee is frequently required to stand, walk, sit, speak, and hear, reach with hands and arms, use hands to operate equipment, stoop and bend and be able to tolerate height and climb; Employee may occasionally lift and/or move objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs routine to complex building maintenance functions under direction of supervisor with independent judgment and initiative required as to methods or procedures.

Supervision Received: Work is performed under the direction of the Chief of Police.

Supervision Given: None

Job Environment:

- Work is performed both indoors and outdoors under variable outdoor weather conditions and the noise is moderate.
- Operates automobile, power and hand tools, floor polisher, snow blower, computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, and in person; contact is with town departments and outside contractors and consist of an information exchange dialogue discussing routine and complex issues.
- Errors could result in personal injury and damages to buildings or equipment.

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.