

Position Purpose:

Performs supervisory, administrative, and technical work responsible for managing building maintenance operations including cleaning, repairs, and trash removal for town buildings. 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.)

- Responsible for maintenance, repair, and safety of all town facilities.
- 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.
- Conducts safety inspections of all building functions and services, elevators, sprinkler systems, emergency lights, chairlifts, and fire extinguishers.
- Responsible for creating annual operating budgets, capitol project budgets and capitol request budgets.
- Ensures compliance with federal, state, and local regulations. Coordinates adherence to MSDS, OSHA, EPA, and any other federal, state, or local regulations for health and safety of maintenance personnel and building occupants.
- Provides regular preventative maintenance on all buildings HVAC systems, air filters, generators, air filters, generators, air cleaners, etc.
- Purchases all cleaning supplies and toiletry supplies.
- Responsible for trash and recycle pickup and removed from facilities.
- Performs similar or related work as required, directed or as situation dictates.

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. Must possess a valid driver's license. OSHA courses.

Knowledge, Ability and Skill:

Knowledge: Knowledge of all major building systems including heating, ventilation, air conditioning and

handling plumbing, electrical, security and lighting. Considerable knowledge of materials, methods and equipment used in maintenance of town buildings. Knowledge of building and safety and security systems. Knowledge of federal and state building construction requirement including building codes and Americans with Disabilities Act. Knowledge of Building Management Systems.

Ability: Ability to advise and guide management and direct staff and contractors appropriately on all building maintenance and custodial issues. Ability to manage and negotiate contracts. Ability to meet deadlines, handle complex projects, and attuned to complex problem-solving. Ability to establish and manage budgets and to motivate and supervise staff.

Skill: Proficient computer skills including Microsoft Office, and varied software applications. Must have multi-task 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.

While performing the duties of this job, minimum physical effort is required to perform administrative duties. Field work requires moderate effort. 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 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs 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: Works under the administrative direction of the Town Accountant/Operations Manager. Resolves procedural problems independently, requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: Supervises two part-time employees and additional help as needed.

Job Environment:

- Work is performed both in typical office conditions and outdoors with exposure to various and often hazardous and unpleasant weather conditions; work environment is moderately noisy. The employee is on call 24/7.
- Operates automobile, light truck, computer, calculator, copier, facsimile machine, and other standard office equipment. Operates a variety of equipment which includes hand and power tools.
- Contacts are by phone, email, and in person; contact is with vendors, various town employees and department managers as well as with the general public, and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to some departmental confidential information.
- Errors could result in delay or loss of service, monetary loss, personal injury to self and others, damage to property or equipment and legal repercussions.

FACILITIES MANAGER

STERLING, MA

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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer