

BNUC VERSION FINAL

FACILITIES MANAGER

TOWN OF STERLING

Statement of Duties

Performs regular and complex maintenance and repairs and ensures that contracted maintenance is carried out competently. 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.

Supervision

Receives administrative oversight from town administrator while responding functionally to needs of on-site managers; and in consultation with Building Needs and Utilization Committee (BNUC). All facility work will be executed with coordination with on-site managers. This position requires a self-motivated individual capable of handling day to day duties with little or no supervision.

Job Environment

Work is performed under typical office conditions and in the field, with intermittent exposure to adverse weather conditions. Work sometimes requires physical exertion, such as climbing ladders 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.

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.

Directs all aspects of building maintenance, repairs, renovations and upkeep. Performs all work not requiring a tradesperson skilled in an area outside the incumbent's area of expertise, for example: shoveling snow, applying weather stripping, hanging shelves, light carpentry, changing light bulbs, maintaining sidewalks and grounds, scheduled maintenance (belts, filters lubrication) to various equipment, as well as performing expert work within own field.

Investigates the condition of buildings, equipment and grounds and recommends improvements in the facilities to ensure that needs are met. Follows and amends, as necessary, the maintenance schedule established jointly by BNUC and site managers for each building. Performs a detailed inspection of each building on a scheduled basis. Formulates and implements preventative maintenance programs for utility systems, equipment, buildings and grounds.

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.

Ensures that the following duties 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, does or ensures that similar or related work is done as required and the situation dictates.

Manages general procurement of materials, parts, and supplies. Maintains detailed and accurate records with regard to annual inspection of equipment, general preventative maintenance, and inventory. Schedules installations and contracted work and ensures that such work is accomplished in a safe and timely manner.

Assists in the development of a Capital Improvement Schedule for each building in conjunction with BNUC and Department Heads. Develops cost estimates for maintenance budget and capital expenditures. Prioritizes duties within budget, develops and implements cost saving measures. Drafts contracts, reviews payment schedules, writes bid specifications and reviews bids. Prepares 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. Includes appropriate people in decision-making process. Provides professional staff support to BNUC, and attends BNUC meetings monthly. Reports, in person, monthly to the Board of Selectmen, or as directed.

Takes charge and makes appropriate assignments for corrective action and response in all emergencies requiring skilled maintenance repairs.

Recommended Minimum Qualifications

Education and Experience

6+ years experience as a Maintenance Supervisor or similar position which should include such areas as interpreting blueprints and plans, estimating costs for renovations, maintenance and repair of facilities, and supervising maintenance staff.

Knowledge, Ability and Skill

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

Thorough knowledge of building materials and 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.). Master expertise in one or more of the following: carpentry, plumbing and heating, electrical, general contracting.

Ability to manage multiple large projects simultaneously. Ability to supervise employee, contracted and volunteer labor.

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

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

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

Ability to use a personal computer and related software, including data entry. Strong experience with Microsoft Excel, Word, Access or equivalent programs. **Ability to maintain detailed and accurate records.**

Ability to work occasional evening 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, talk 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.