

FACILITIES MAINTENANCE SUPERVISOR

GENERAL DESCRIPTION OF DUTIES: This is a semi-skilled position that coordinates services and functions concerning the maintenance of public buildings and facilities. Supervision is exercised over subordinate personnel. The work of this class involves responsibility for performing a variety of skilled and semiskilled tasks in maintaining, repairing, altering and remodeling buildings and public facilities. Assignments are received in the form of oral or written work orders and may be accompanied by sketches, penciled layout or blueprints. The Facilities Maintenance Manager is under the direct supervision of the Executive Assistant in relation to scheduling repairs or projects and under the general supervision of the Operations Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, organizes and maintains maintenance activities that will result in the maximum utilization of public buildings and facilities;
- Analyzes and prioritizes work with staff;
- Maintains electrical and mechanical equipment;
- Requests purchases for equipment and supplies;
- Trains personnel in the maintenance and custodial operation;
- Makes periodical inspections of all electrical and mechanical equipment;
- Performs rough and finish carpentry work in building and repairing buildings and facilities;
- Makes preventive and emergency plumbing repairs;
- Operates equipment in maintenance, construction and repair work;
- Assists with snow and ice removal;
- Performs general maintenance and custodial work on Town buildings and facilities;
- Repairs doors, locks, window frames, tables, chairs and other wooden equipment;
- Mixes prepared paints and paints a variety of surfaces both inside and outside buildings;
- Replaces broken window glass, and repairs or replaces window cords;
- Installs and repairs electrical switches, lighting fixtures, heaters, etc.;
- Supervises or assists in facility set-up at Visitors Center;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the maintenance of public buildings and facilities; ability to establish and maintain effective working relationships with subordinates, Town officials, and the general public; general knowledge of the methods, practices, tools and materials used in mechanical, construction or building maintenance and repair work; general knowledge of occupational hazards and necessary safety precautions applicable to building and mechanical maintenance work; ability to interpret and work from sketches and penciled layouts; ability to supervise a small group of semiskilled or unskilled subordinates when necessary; skill in the use and care of tools and

equipment necessary to perform various building maintenance and repair tasks; ability to deal courteously with users of public facilities; ability to plan and supervise the work of others; ability to make investigations of mechanical or electrical problems.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED, supplemented by college or technical school courses in building trades, electrical and mechanical engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. or over) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or manipulation of multiple controls.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires oral communications ability. Task requires visual perception and discrimination.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 8
Non-Exempt
April 12, 2010