

**TOWN OF STOUGHTON
FACILITIES/FLEET MANAGER**

Department:	Dept of Public Works	Date:	9-26-2023
Reports to:	Supt of Public Works	Hours Worked:	40
FLSA Status			

Statement of Duties:

Professional, technical and supervisory work related to the planning, reviewing, and scheduling of maintenance, repair and construction work on town facilities, buildings, and grounds. The Facilities/Fleet Manager performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, fleet maintenance, safety, custodial and event coordination. This position requires excellent interpersonal and communication skills, attention to details and project coordination.

Supervision:

Works under the direct supervision of the Public Works Superintendent, in accordance with applicable provisions of the Massachusetts General Laws and Town bylaws. Employee establishes own work plan and priorities, using established guidelines and procedures; only unusual cases are referred to the supervisor. The employee independently performs varied, responsible duties requiring comprehensive knowledge of the building trades, building systems and building automation, such as utilities [fire protection, lighting, plumbing, elevator systems], energy conservation, HVAC, and all applicable the building and zoning laws, codes, and regulations.

Supervisory Responsibilities

Employee exercises supervision over all full-time and part-time staff in the Town Facilities and Fleet Maintenance Department. This includes management, coordination and execution of the day to day operations, maintenance and repair of all building and site systems. In addition, the employee is responsible for overseeing the performance of various persons who may work for the Town on a contractual basis including architects, engineers, and persons working in the various trades (carpenters, electricians, plumbers, etc).

Job Environment:

Work is performed under typical office conditions, with regular interruptions from the public and other town employees. Administrative work is generally performed under typical office conditions including operation of a computer and general office equipment, such as a calculator, copier, facsimile machine and telephone. In addition, the employee may be required to work outdoors under inclement weather conditions and may be exposed to toxic or caustic chemicals, fumes or airborne particles, explosives, radiation, and other hazards commonly found at construction sites. Employee must also be available to attend frequent evening meetings after normal business hours. Employee is on call at all times, including nights, weekends and holidays and may be called upon to respond to after-hours emergencies such as fire, flooding, severe weather, including snow and ice removal, power outages and other situations as needed. The employee has access to confidential information, including contracts, pending law suits, criminal investigations and other sensitive

information. Errors in either technical application of recognized procedures or administration could result in monetary loss, reduced levels of service, confusion and delay on 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.

- Manages and performs all work related to the maintenance of town buildings including but not limited to HVAC, plumbing, electrical, custodial, snow removal, and security of said buildings.
- Supervises all town facilities maintenance and custodial employees as well as all vendors and/or persons who may work for the department on a contractual basis.
- Supervises all renovations and additions to Town facilities.
- Maintains all equipment on town grounds by closely monitoring equipment and completing necessary testing and maintenance.
- Oversees and provides for the custodial needs of all town buildings.
- Keeps buildings safe by ensuring that all provisions and requirements of applicable building codes are met.
- Ensure that all necessary inspections are performed or updated.
- Manages the Town's key distribution and building security program as directed by the Town Manager.
- Maintain and secure Town parking facilities.
- Assists Town's IT department in maintaining the Town's IT infrastructure.
- Implements procedures for handling, storing, safekeeping, and destruction of hazardous materials.
- Maintains accurate records of all maintenance repairs.
- Develops and manages a facility work order system which includes assignments of tasks to appropriate staff.
- Allocates in consultation with the Town Manager all Town office space.
- Prepares estimates, specifications and bid documents for all projects pursuant to the provisions of MGL Chapter 30 s. 39m, MGL Chapter 30B, MGL Chapter 149, designer selection and building construction procedures in conjunction with the Procurement (Purchasing) Department.
- Participates in pre-bid conferences for all procurements and projects as required under state bidding laws.
- Prepares and manages the Town Capital Facility Plan and Town Facility Plan and associated budgets.
- Maintains the Town's facility inventory list and reviews list at least annually.
- Performs facility and equipment obsolescent planning, budgeting and replacement.
- Evaluates and adjusts energy expenditures including the installation of "greener" appliances and fixtures to reduce energy output while advising staff on how to reduce utility bills.
- Reviews and advises on the purchase of insurance coverage for all town buildings and facilities.
- Oversees and provides event coordination including proper scheduling of set up and take down for meetings, events, and proceedings.
- Serves as primary contact for facility related emergencies, which may require evening and weekend work.
- Assists in the preparation of official documents, and correspondence to ensure compliance with local and state laws and policies.
- Performs other similar or related duties, as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience

- Bachelor's degree in Business Administration, Management, or a field related to building construction or design; seven or more years of supervisory experience in facilities management or building construction work; or an equivalent combination of education and experience.
- Must possess a Construction Supervisor license which has been acquired in the last five years.
- Must be able to be qualified as an Owner's Project Manager (OPM) – MGL Ch. 149, s. 44A1/2.
- Ability to renew all required licenses, including a Massachusetts driver's license.
- Should be familiar with elevator inspections, OSHA, NEC, NFPA, DEP, Board of Building Regulations and Standards and Life Safety codes.
- Certified Facilities Administrator (CFA) certification from the Massachusetts Facilities Administrators Association or Certified Plant Engineer (CPE) certification from the Association of Facilities Engineers preferred.
- Valid Massachusetts driver's license preferred

Knowledge, Ability and Skill

Knowledge:

- Thorough working knowledge of building construction techniques and practices.
- Working knowledge of various construction trades; appropriate building contraction code regulations;
- Working knowledge of state procurement laws with application to public construction projects including the designer selection process.
- Thorough knowledge of the materials, methods and equipment used in building construction; general knowledge of the accepted requirements for building construction, including building systems such as HVAC, plumbing, electrical, mechanical, utilities, fire prevention, life safety, security alarms, and waste disposal..

Ability:

- Ability to meet construction and maintenance deadlines and to read and interpret blueprints, drawings and plans and other regulations.
- Ability to enforce and interpret Massachusetts General Laws, regulations, codes and municipal by-laws.
- Ability to deal appropriately with town employees, town officials, and building tradesmen, architects, and engineers.
- Ability to meet and deal with the public effectively and appropriately.
- Ability to communicate clearly, both orally and in writing, including making public presentations.
- Ability to handle problems and emergencies effectively.
- Ability to maintain confidential information.
- Ability to maintain, manage and organize complex records.
- Ability to operate a computer and to make basic arithmetical computations and tabulations in a timely and accurate manner.
- Ability to operate a telephone and standard office equipment.
- Ability to establish and follow a preventive maintenance plan for all town equipment and facilities.

Skill:

- Excellent employee relations and customer skills and ability to handle multiple tasks. Excellent planning and organizational skills.

- Strong negotiations skills.
- Excellent data processing skill in the use of personal computers and pertinent office software including word processing and spreadsheet applications.
- Must keep records current, especially regarding status of building systems, mechanical systems, inspections and equipment data.

Physical and Mental Requirements:

- Minimal physical effort generally required in performing administrative duties; moderate physical effort required when conducting inspections of buildings and grounds during all types of weather conditions including extreme cold, hot temperatures, loud noises and vibrations from large construction equipment or systems.
- The employee is frequently required to use hands to finger, handle or feel objects, tools, or controls; to reach with hands and arms use hands; to operate equipment, stoop, crawl and climb; must be able to access all areas of a site.
- Position requires the ability to access construction work sites including the ability to climb significant heights and depths. Specific vision requirements include close vision, distance vision, identify and distinguish colors and to adjust focus.
- Employee is occasionally required to lift up to 75 pounds.

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

TOWN OF STOUGHTON
SKILLED CRAFTSMAN FACILITIES

Department:	Facilities	Date:	3-6-2023
Reports to:	Facilities Manager	Hours Worked:	40
FLSA Status	Non-Exempt		

Statement of Duties

Position performs work in the maintenance and repair of Town buildings and grounds. Responsibilities include ensuring the safety and cleanliness of buildings and grounds, ensuring the proper working condition of equipment and supplies, and performing a variety of maintenance, cleaning and repair duties.

Supervision

Employee works under the general direction of the Facilities Manager or Town Manager. Employee plans and prioritizes work, according to standard practices and previous training. Employee is expected to solve most problems or unusual situations by adapting methods of interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Unusual situations or changes in procedures are discussed with the supervisor. Employee may be required to work evenings and week-ends.

Employee supervises custodians, oversees scheduling, and ensures their understanding of their job descriptions, holding both employees and contractors accountable for punctuality, and quality of workmanship. Employee also supervises cleaning contractors, overseeing their schedule and ensuring they are meeting their scope of services and superior quality of work. In addition, employee will ensure that the Town Hall is both secured and open at the appropriate times. Communication with the Town Manager on all issues is imperative. The supervisor is expected to review vacation and time off requests. Approved time off must be documented with Human Resources and all assignments must be filled with remaining staff.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Errors can result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, or legal repercussions. The position has constant contact with the public, respond to inquiries and requests, and to provide information and assistance. The position has daily contact with other town departments and outside contractors to perform maintenance and custodial services to each department. Contact usually occurs in person, or on the phone.

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.

- Ensures for the safety, cleanliness, maintenance and repair of public buildings;

- Provides general preventative and corrective maintenance including minor carpentry, plumbing, painting, and electrical repairs that do not require services of a licensed professional.
- Responsible for the proper working condition of the building's heating, ventilation, and air conditioning equipment.
- Receives deliveries to Town buildings and make deliveries.
- Maintains tools and equipment.
- Keeps supervisor informed as to needed repairs or problems.
- Assists in the maintenance and repair of structures and facilities
- Operates a variety of different maintenance equipment, power tools, and hand tools
- Performs landscaping and grounds maintenance including trash pick up, weeding, trimming, watering plants, sweeping, snow removal and sanding
- Operates a variety of different landscaping equipment, tractors, mowers, and tools
- Selects, uses, and applies vegetation, fertilizers, mulches and topsoil
- Operates power saws, winches, trucks and other equipment.
- Participates in emergency operations including but not limited to hazardous materials and natural disasters.
- Record activities and repairs of facilities and tools and prepares quarterly reports
- Utilizes and enforces safety practices and procedures following established safety rules and regulations and maintains a safe and clean work environment
- Performs other related duties as required.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a High School diploma or equivalent and three (3) to five (5) years of experience in custodial service, building maintenance, HVAC, and electrical maintenance, or equivalent education and experience.

Special Requirements:

Valid Massachusetts driver's license

Knowledge, Skills and Abilities

Knowledge:

- Thorough working knowledge of materials, methods, and current practices essential to the maintenance of buildings and grounds
- Working knowledge of occupational safety hazards and applicable safety precautions of the trade.
- Working knowledge of computerized heating, ventilation, and air conditioning systems

Skill:

- Excellent skills to handle multiple tasks.
- Considerable skill in the use of common hand tools, power tools, and mechanical equipment.
- Considerable skill in use of tools and the operation of machines and equipment employed in building repair and maintenance.
- Must keep records current, especially regarding status of building systems, mechanical systems, inspections and equipment data.
- Skill in carpentry, plumbing, electrical, and mechanical trades

Ability:

- Ability to plan and prioritize work
- Ability to diagnose and repair a variety of building and equipment malfunctions
- Ability to follow a preventive maintenance plan for all town equipment and facilities.
- Ability to meet deadlines
- Ability to deal appropriately with town employees, town officials, and tradesmen.
- Ability to meet and deal with the public effectively and appropriately.
- Ability to communicate clearly, both orally and in writing.
- Ability to handle problems and emergencies effectively.
- Ability to maintain, manage and organize complex records.
- Ability to operate a computer.
- Ability to operate a telephone and standard custodial equipment.

Physical and Mental Requirements

Employee works in a moderately loud office building and is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, moving mechanical parts and risk of electric shock up to 2/3rd of the time. Employee is required to stand, talk, listen, use hands, and reach with hands and arms more than 2/3rd of the time; walk, climb, balance, stoop, kneel, crouch, crawl, taste and smell up to 1/3rd of the time. Employee frequently lifts up to 100 lbs., and occasionally lifts more than 100 lbs. Normal vision is required for this position. Equipment operated includes van, automobile, light equipment, power tools, hand tools and office machines.

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

**TOWN OF STOUGHTON
FACILITIES CUSTODIAN**

Department:	Facilities	Date:		9-26-2023
Reports to:	Facilities Manager	Hours Worked:		40
FLSA Status:	Non - Exempt			

Statement of Duties

Position performs work in the maintenance and repair of Town buildings and grounds.

Responsibilities include ensuring the safety and cleanliness of buildings and grounds, ensuring the proper working condition of equipment and supplies, and performing a variety of maintenance, cleaning and repair duties.

Supervision

Employee works under the general direction of the Facilities Manager. Employee plans and prioritizes work, according to standard practices and previous training. Employee is expected to solve most problems or unusual situations by adapting methods of interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Unusual situations or changes in procedures are discussed with the supervisor. Workload is subject to seasonal fluctuations throughout the year. Employee may be required to work evenings and week-ends.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Errors can result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, or legal repercussions. The position has constant contact with the public, respond to inquiries and requests, and to provide information and assistance. The position has daily contact with other town departments and outside contractors to perform maintenance and custodial services to each department. Contact usually occurs in person, or on the phone.

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.

- Ensures for the safety, cleanliness, maintenance and repair of public buildings;

- Provides general preventative and corrective maintenance including minor carpentry, plumbing, painting, and electrical repairs that do not require services of a licensed professional.
- Responsible for the proper working condition of the building's heating, ventilation, and air conditioning equipment.
- Receives deliveries to Town buildings and make deliveries.
- Dry mops, mops and wet washes floors, cleans and/or polishes floors using buffing machine.
- Strips or scrubs and refinishes floor when assigned.
- Vacuums, spot cleans or shampoos carpets when assigned.
- Cleans vertical and horizontal surfaces that collects dust.
- Collects and transports refuse, cleans and relines refuse containers.
- Cleans tops to windows, door frames and other high places; using ladder when necessary, cleans windows, doors and lights.
- Washes sinks and other plumbing fixtures and replaces disposables such as paper towels, toilet paper and liquid soap.
- Dusts, cleans and polishes furniture.
- Utilizes detergents, disinfectants, polishes, finished, etc
- Moves furniture, beds, supplies, etc.
- Cleans elevators including walls and floors.
- Maintains building security during working hours and after closing.
- Maintains outdoor grounds including trash pick up, weeding, trimming, watering plants, sweeping, snow removal and sanding.
- Maintains tools and equipment.
- Sets up rooms for meetings and events.
- Keeps supervisor informed as to needed repairs or problems.
- Joins a labor pool in case of special projects or disasters.

Performs similar or related duties as assigned or as situation dictates.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a High School diploma or equivalent and three (3) to five (5) years of experience in custodial service, building maintenance, HVAC, and electrical maintenance, or equivalent education and experience.

Special Requirements:

Valid Massachusetts driver's license

Knowledge, Skills and Abilities

Knowledge:

- Thorough working knowledge of materials, methods, and current practices essential to the maintenance of buildings and grounds

Working knowledge of computerized heating, ventilation, and air conditioning systems

Skill:

- Excellent custodial skills

- Excellent skills to handle multiple tasks.
- Must keep records current, especially regarding status of building systems, mechanical systems, inspections and equipment data.
- Skill in carpentry, plumbing, electrical, and mechanical trades

Ability:

- Ability to plan and prioritize work
- Ability to diagnose and repair a variety of building and equipment malfunctions
- Ability to follow a preventive maintenance plan for all town equipment and facilities.
- Ability to meet deadlines
- Ability to deal appropriately with town employees, town officials, and tradesmen.
- Ability to meet and deal with the public effectively and appropriately.
- Ability to communicate clearly, both orally and in writing.
- Ability to handle problems and emergencies effectively.
- Ability to maintain, manage and organize complex records.
- Ability to operate a computer.
- Ability to operate a telephone and standard custodial equipment.

Physical and Mental Requirements

Employee works in a moderately loud office building and is exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, moving mechanical parts and risk of electric shock up to 2/3rd of the time. Employee is required to stand, talk, listen, use hands, and reach with hands and arms more than 2/3rd of the time; walk, climb, balance, stoop, kneel, crouch, crawl, taste and smell up to 1/3rd of the time. Employee frequently lifts up to 100 lbs., and occasionally lifts more than 100 lbs. Normal vision is required for this position. Equipment operated includes van, automobile, light equipment, power tools, hand tools and office machines.

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