



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

HUMAN RESOURCES DEPARTMENT

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JOB POSTING

POSITION AVAILABLE: Facilities Manager: Town Buildings (Town Manager's Office)

QUALIFICATIONS: Candidate for this position performs responsible supervisory, administrative, and professional duties in planning, managing and overseeing the building, remodeling, maintenance and custodial operations of town buildings, related facilities and grounds. Candidate for this position should have a Bachelor's degree in engineering, construction management, architecture or a related field or minimum of seven (7) years progressively responsible work experience in facilities management, operations, construction, or property management for multi-site operation; five (5) years of administrative and supervisory experience; or an equivalent combination of education and experience.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: \$72,057 – 89,993

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: June 8, 2016
To: June 15, 2016

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office located on the second floor of the Town Hall at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is a PRRB position in Grade 10.

Position Purpose:

Performs responsible supervisory, administrative, and professional duties in planning, managing and overseeing the building, remodeling, maintenance and custodial operations of town buildings and related facilities and all other 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.)

- Ensures the prioritization and scheduling of all work relative to public buildings and facilities from program planning through timely project completion.
- Oversees all aspects of the maintenance and renovation of Town owned buildings, grounds and recreational facilities; confirms that finished product meets and preforms as specified.
- Plans, directs and supervises the cleanliness, orderliness, maintenance and repair of Town buildings and properties.
- Exercises direct supervision over professional, technical, and maintenance staff
- Performs varied and responsible functions requiring comprehensive knowledge of building trades, building systems, and utilities such as electrical, plumbing, energy conservation, HVAC, elevator systems and fire protection.
- Exercises independent judgement in responding to inquiries, dealing with the public, and administering building maintenance functions.
- Conducts regular inspections of all areas of buildings and sites, for the purpose of identifying deficiencies or necessary improvements.
- Reviews and inspects various construction projects for compliance with approved plans and designs.
- Establishes priorities and work schedules for staff in accordance with the department and organization's goals, objectives, policies and priorities.
- Coordinates Facilities Department activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence
- Ensures timely and cost effective completion of projects and all other contracted services.
- Coordinates with the Town Manager and Department Heads on procurement of all building projects under the state bidding laws including knowledge of Chapter 30B; contractor selection and building construction procedures; preparing estimates, specifications, and bid documents for all projects, as well as conducting pre-bid conferences.
- Creates and implements long-range facility plans.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings.
- Stays informed of industry trends and best practices, seeks out opportunities to integrate innovative building methods, technologies, sustainable energy alternatives, and service delivery methods that meet or exceeds organizational sustainability and performance goals; develops and manages energy conservation programs for Town facilities
- Oversees and administers vendor contracts and insures all work is properly undertaken and completed in accordance with the contract. Reviews and approves all department invoices prior to payment.
- Responds to inquiries and complaints appropriately including taking initiative to see that problems are resolved; works with the Town Manager when necessary.
- Works with Town Manager for budgetary needs; maintains detailed and accurate budget reports and related records for various projects and processes department invoices for payment.

- Ensures accuracy of department files and records.
- Performs all other related duties as assigned or as situation dictates.

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

Bachelor's degree from an accredited college or university with major course work in engineering, construction management, architecture or a related field or minimum seven (7) years progressively responsible work experience in facilities management, operations, construction, or property management for multi-site operation; 5 years of administrative and supervisory experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of building construction techniques and practices. Working knowledge of various construction trades; appropriate building construction code regulations; working knowledge of state procurement laws with application to public construction projects including the vendor selection process. Working knowledge of building systems such as HVAC, utilities, life safety, security alarms, and waste disposal.

Ability: Ability to handle problems and emergencies effectively. Ability to use independent judgment, take initiative and have decision-making skills. Ability to communicate effectively both orally and in writing, including making public presentations as needed. Ability to maintain confidential information. Ability to operate standard office equipment. Ability to maintain, manage and organize complex records. Ability to deal with appropriately with town employees, town officials, and building tradesman, architects, and engineers. Ability to make basic arithmetical computations and tabulations in a timely and accurate manner. Ability to follow all applicable safety regulations and town procedures. Ability to operate a motor vehicle. Provide administrative and professional leadership and direction. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Skill: Effective customer service, communication and organizational skills. Functional skills in the use of personal computers and pertinent office software including word processing and spreadsheet applications. Keeps records current regarding status of mechanical systems, inspections and equipment data. Create, recommend and implement a preventative maintenance and capital improvement plan for all town facilities and equipment.

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.)

Minimal physical effort generally required in performing duties under typical office conditions. Required to reach, bend, stoop, crawl, crouch, and climb a ladder when assessing facility maintenance and repair needs. Frequently required to lift, move, and/or push equipment and materials, which may weigh up to 50 pounds. Tasks require the ability to operate power tools, and cleaning equipment. Must be able to detect odors.

Supervision:

Supervision Scope: Performs varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the facilities, and in the direction of personnel.

Supervision Received: Work is performed under the direction of the Town Manager.

Supervision Given: Supervises the maintenance staff; oversees the work of outside contractors and vendors as required.

Job Environment:

Work is performed under frequently unpleasant conditions with exposure to dust, dirt, cleaning chemical fumes, and outdoor weather conditions. Occasionally may be required to work outside of normal business hours.

- Employee has frequent contact with the general public, contractors, and Town departments. Contacts are in person, by telephone, and by email and involve discussing very routine information.
- May be exposed to confidential information in the Town Manager's office and other departments.
- Errors could result in damage to buildings and equipment, injury to self and others, and create hazards to public safety.

(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.)