

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Facilities Supervisor

Department/Appointing Authority: Department of Public Works

Date: June 11, 2015

Originator: Frederic E. Turkington, Jr., Town Administrator

Personnel Board Use Only

Classification: MP-1

Effective Date of Classification: June 11, 2015

Classification Authority: ☒ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Professional, administrative and supervisory work in planning, directing, managing and overseeing the building, remodeling, maintenance and custodial operations of town buildings; advises oversight boards and committees on design construction and renovations of all buildings, all other related work as required.

2. 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.

Ensure 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 municipally owned buildings and properties; ascertain that finished product meets and performs as designed. Plan, direct and supervise the cleanliness, orderliness, maintenance and repair of building maintenance.

Performs varied and responsible functions requiring comprehensive knowledge of the building trades, building systems and building automation, such as utilities (fire protection, lighting, plumbing, elevator systems), energy conservation and HVAC. Employee must exercise independent judgment in responding to inquiries, in dealing with the public, and in 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.

Establishes priorities and work schedules for staff in accordance with the organization's goals; provides training opportunities for staff.

Ensures timely and cost effective completion of projects and all contracted services.

Coordinate with Town Engineer and Superintendent of Public Works on procurement of all building projects required under state bidding laws including knowledge of Chapter 30B; designer selection and building construction procedures; preparing estimates, specifications and bid documents for all projects, as well as conducting pre-bid conferences.

Responds to questions and furnishes information to the public and to town employees concerning various building projects, rules, and regulations; receives complaints and responds to complaints appropriately including taking initiative to see that problems in certain situations are resolved.

Makes appropriate recommendations to town staff as necessary to improve building operations; assists town officials, boards, commissions and agencies providing required information. Serves as liaison to the Standing Building Committee, as assigned by the Town Administrator.

Processes department vouchers for payment of bills; maintains detailed and accurate department budget accounts and related records for various capital projects.

Composes routine correspondence, memoranda, and public notices.

Ensures the accuracy of department files and materials.

Conducts independent research and prepares detailed, technical reports as required.

Performs other related duties as assigned or as situation dictates.

3. Supervision

Supervises the maintenance custodial and skilled trades staffs; oversees the work of outside contractors as required.

4. Reporting Structure

Works under the administrative direction of the Superintendent of Public Works.

5. Physical Environment

Minimal physical effort generally required in performing duties under typical office conditions. Employee may be frequently exposed to outdoor weather conditions including extreme cold, hot temperatures, loud noises and vibrations from large construction equipment or systems. Position requires the ability to access construction work sites including the ability to climb significant heights and depths. Normal vision requirements. Employee is occasionally required to lift up to 50 pounds unassisted.

6. Education/Basic Knowledge

Education

Associate's Degree in Engineering, Business Administration or related field; five (5) to seven (7) years' progressively responsible experience in facilities management, civil engineering or building construction work, with a minimum of three (3) years in a construction supervisory role or building maintenance is preferred; 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 designer 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 communicate clearly, both orally and in writing, including making public presentations. Ability to maintain confidential information. Ability to maintain, manage and organize complex records. Ability to deal appropriately with town employees, town officials, and building tradesmen, architects, and engineers. Ability to make basic arithmetical computations and tabulations in a timely and accurate manner. Ability to meet public construction and maintenance deadlines.

Skill: Effective customer service, communication and organizational skills. Functional skill 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 preventive maintenance and capital improvement plan for all town equipment and facilities.

7. Experience

Five (5) to seven (7) years' progressively responsible experience in facilities management, civil engineering or building construction work, with a minimum of three (3) years in a construction supervisory role or building maintenance is preferred. Ability to renew all required licenses, must possess and be able to renew a valid Massachusetts driver's license. Should be familiar with

elevator inspections, OSHA, NEC, NFPA, DEP, Board of Building Regulations and Standards and Life Safety codes.

Licenses Preferred:

Construction Supervisor license that has been acquired in the last five years.

Applicable building trades licenses in HVAC, plumbing and electrical.

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.