

# TOWN OF SHARON

## JOB DESCRIPTION

**Title of Position:** Working Foreman: Facilities Maintenance - Community Center

**Department/Appointing Authority:** Department of Public Works

**Date:** March 10, 2009

**Originator:** Eric R. Hooper, Superintendent of Public Works

### **Personnel Board Use Only**

**Classification:** L-C

**Effective Date of Classification:** January 13, 2009

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

---

## **1. Summary Description**

Supervision of unskilled to skilled trades work including but not limited to Custodial, HVAC, Electrical, Plumbing, Carpentry, Masonry and Painting. Position is responsible for training and disciplining skilled and unskilled personnel primarily based at the Community Center and conducting performance assessments of contracted services primarily performed at the Community Center. Position requires knowledge of computerized HVAC, boiler and building alarm systems. Position may require semi skilled manual and custodial work primarily relating to the care and maintenance of public facilities, associated facilities and grounds; 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.**

Operates and maintains heating and cooling systems, including computerized HVAC, thermostat, safety and building alarm controls.

Maintains the Community Center buildings inside and outside; performs preventive maintenance work on equipment and systems; maintains and revises a schedule for preventative maintenance of

building components, cleaning the building which causes the least disturbance to staff and maintains the highest standards of cleanliness.

Arranges for and coordinates the work of HVAC technician, plumber, electrician, locksmith, and other contracted service repairs with the activities of the town employees in order to accomplish repairs with minimal disruption. Responsible for performance review of contracted services primarily performed at the Community Center.

Performs minor carpentry, plumbing, and electrical duties, performs substantial repairs to buildings such as patching damaged plaster or making repairs to leaks in the heating and cooling systems.

Supervises cleaning and disinfection of rooms, furniture, washrooms, toilets; may be required to polish furniture, floors and metal work; vacuum and clean rugs; wash woodwork and windows; clean and disinfect floors; clean tables and sinks.

Paints or supervises painting of interior and exterior of buildings, when necessary.

Responsible for noticing problems with the exterior of buildings, such as windows which need caulking, broken concrete, etc., and performing these repairs, as needed.

Moves and sets up furniture and equipment; sets up and breaks down audio visual equipment in public rooms for meetings, hearings, etc. Not responsible for ensuring proper operation of audio visual equipment.

Collects and disposes of refuse; picks up and disposes of outdoor litter.

Landscapes and maintains grounds surrounding buildings; sweeps walkways, mows lawns with power mower, tends flower beds, fertilizes, prunes and trims shrubs and bushes, rakes leaves.

Shovels snow, salts, and clears walkways.

Responsible for unlocking buildings in preparation for workday.

Secures buildings for winter; covers windows and replaces weather stripping, as needed.

Schedules regular inspection and repairs on buildings.

Orders necessary supplies for maintenance and repair activities when needed. Evaluates range of products and obtains supplies and materials at reasonable cost.

May be required to be available for call-back duty if the Community Center is being used past normal open hours

Performs similar or related work as required, or as situation dictates.

The following general comments apply in performing the various functions above:

Has frequent contacts with other town employees, vendors and other Department of Public Works personnel; has limited contact with the general public.

Has limited access to department-related confidential information, collective bargaining negotiations and bid documents.

Errors could result in injury to self or others, damage to buildings and equipment, create hazards to safety, delay or loss of service, cause some monetary loss, and have legal repercussions.

### **3. Supervision**

Provides technical assistance to others by troubleshooting standard facilities maintenance issues and determining their cause.

Performs routine functions, requiring the exercise of responsibility and independence in the performance of facilities systems maintenance and supervising cleaning custodial duties.

Provides day-to-day direction to Community Center custodial staff (2). Sets daily objectives based on established priorities and time frames.

Coordinates the work of HVAC technician, plumber, electrician, locksmith, and other service repairs. Responsible for performance review of contracted services primarily performed at the Community Center.

### **4. Reporting Structure**

Works under the general direction of the Department of Public Works Operations Supervisor with minimal supervision from the Operations Supervisor for building maintenance and custodial decisions.

### **5. Physical Environment**

Work is performed under variable, and sometimes unpleasant conditions, with exposure to dust, dirt, fumes, heights, and possibly toxic or caustic chemicals; grounds maintenance work may involve exposure to variable weather conditions and may be near moving mechanical parts or with risk of electric shock. May be required to work outside normal business hours during cyclic or seasonal periods, or during emergencies. May be required to assist the Public Works crews during snow storms.

Operates building maintenance computers, HVAC equipment, standard building maintenance office machines, and hand tools and power tools, such vacuum cleaners, lawn mowers, trimmers, buffers, snow blowers, electric drills, and other custodial equipment; may be required to wear protective clothing and mask.

Has frequent contacts with other town employees, vendors and other Department of Public Works personnel; has limited contact with the general public.

Has limited access to department-related confidential information, collective bargaining negotiations and bid documents.

Errors could result in injury to self or others, damage to buildings and equipment, create hazards to safety, delay or loss of service, cause some monetary loss, and have legal repercussions.

## **6. Education/Basic Knowledge**

Education: High school diploma; or an equivalent combination of education and experience.

General knowledge of cleaning methods.

Knowledge of cleaning supplies and materials, including potential chemical interactions.  
Knowledge of basic building maintenance techniques. Knowledge of computerized building HVAC and boiler monitoring equipment, alarm and work order systems.

Special Requirement: Massachusetts motor vehicle operator's license.

## **7. Experience**

Two years experience in custodial and building maintenance work, to include specific experience with computerized building HVAC controls.

**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.**