



Job Title	Assistant Director of Public Works/Building Maintenance
Department	Public Works
Employment Status	Full Time
FLSA Status	Exempt

Scope of Work

Under the direction of the Director of Public Works, the incumbent will plan, organize and direct all building maintenance operations on a Town-wide basis. The Assistant Director will oversee the development of department objectives, plans and goals; and conceive and recommend a range of programs/services designed to support objectives and strategic planning initiatives to enhance the provision of quality services.

Received	Director of Public Works
Exercised	Directly and indirectly supervises more than 50 employees. Supervisory activities include: establishing work procedures and performance standards; providing ongoing professional development and performance feedback, including conducting formal performance reviews; and assisting in the hiring and orientation of new employees all in accordance with Town policies. The incumbent is also responsible for overseeing the work of contractors performing maintenance and custodial services in Town facilities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversee the operations of the Building Maintenance Division of the Department of Public Works; ensure safe and clean facilities through proper daily maintenance and improvements; and oversee and direct repairs to existing buildings. Inspect all public schools and municipal buildings on a regular basis to ensure that high standards of workmanship, cleanliness, safety and security are maintained.
- Provide for the cleaning, repair, maintenance, and renovation of buildings, adjacent grounds and equipment; responsible for the work request and work order system; and develop and implement a preventive maintenance program for buildings.
- In cooperation with shift supervisors, coordinate effective service delivery for public schools and municipal buildings; hire and train all custodial and maintenance personnel; provide supervision to all staff; conduct performance evaluations; and arrange for in-service training for custodians and maintenance personnel as needed to ensure that these employees have adequate guidelines to perform their tasks in an effective and safe manner. Participate in the collective bargaining process and ensure adherence to the terms of the collective bargaining agreement.
- Develop and maintain building maintenance and capital replacement plans and schedules. Oversee the Town's energy resource management program, and recommend and implement energy use

reduction initiatives. Supervise and approve payment of all outside contractors performing maintenance and repair work on municipal and school buildings.

- Assist in the development of the annual operating and capital budgets for the division; direct and control annual expenditures within guidelines of the budget; maintain records on all repairs, equipment replacement and utility costs; and maintain cost analysis of building expenditures as a basis for providing annual forecasts of expenditures and yearly budgets.
- In cooperation with the Director of Administration & Finance/Public Services, prepare specifications for purchase of materials, supplies and equipment necessary for the care and maintenance of buildings and grounds.
- Oversee the issuance of permits for the use of public buildings by outside groups or agencies as authorized by user agencies policy, and ensure that permit holders adhere to all appropriate policies, procedures and regulations.
- Provide services on an emergency basis 24 hours per day; endeavor to improve the services the division provides for building users and occupants; and perform related duties as required.
- Serve on or participate with health and safety committees, the Permanent Public Building Committee, The Local Emergency Planning Committee, and/or other Town boards and committees; serve as the School Department's Local Education Authority with regard to AHERA federal regulations; and serve as the Town's ADA Officer with regard to facility/infrastructure compliance
- Meet regularly with Superintendent of Schools, Town Manager, School principals and other administrators and department managers to receive input for Town-wide plans, programs and coordination of services.
- Maintain current knowledge of profession through peer association and attendance at seminars, meetings, etc.; meet with staff to provide information and to respond to questions; and perform other related duties as required.
- The essential functions or duties listed are intended as illustrations of various types of work that is 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. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Position requires five to seven years of related experience in building maintenance and repair, including in a supervisory capacity, as well as knowledge of building codes, heating, ventilation and air conditioning, asbestos abatement, integrated pest management and hazardous materials requirements.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	Position requires knowledge of plant operations, maintenance, and general building construction equivalent to completion of four years of college in related field.
Ability to	Incumbent must be able to respond to the requirements of the various jurisdictions with a clear understanding of School Department and Town wide priorities
Skill in	Strong communication

Necessary Special Requirements

- Must be CORI and fingerprint certified.
- Construction supervisor's license preferred.
- MCCPO purchasing and public bidding certificate preferred.
- Possession of a valid state-issued driver's license.

Physical Demands

- In performing the duties of this job, the Director is regularly required to speak, hear, sit, stand, walk, operate a motor vehicle, and apply eye-hand coordination in combination with finger dexterity. He or she may operate a personal computer, standard office equipment (e.g., telephone, copier, facsimile), non-motorized tools and equipment (e.g., hand tools, ladder), and power or precision tools and equipment (e.g., moisture meters, electric voltage testing equipment, remote visual scope/camera).
- The Director occasionally lifts or carries up to thirty (30) pounds; spends frequent periods inspecting public buildings; spends occasional periods outside subject to weather conditions while inspecting or directing work; spends frequent periods walking, standing, and climbing ladders/catwalks.
- The Director frequently travels by automobile within Town, and responds to calls and emergencies 24 hours per day.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer