



Job Title	Assistant Director of Building Maintenance
Department	Building Maintenance Department
Employment Status	Full-Time
FLSA Status	Exempt

Scope of Work

Under the supervision of the Director of Building Maintenance, provide a second level of managerial support to the Division, collaborates in long term master planning, budgeting oversight, contract oversight, project management, development and execution of Standard Operating Procedures, communication with other Departments, and manage the shift supervisors. Supports the Director in ensuring safe and clean facilities through proper daily maintenance and improvements and in overseeing repairs to existing buildings.

Received	Director of Building Maintenance
Exercised	Building Maintenance Supervisors, HVAC Supervisor

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.

- Manage the preventative maintenance program, updating the work order system as new buildings and equipment come online, overseeing the distribution and completion of preventative maintenance work orders.
- Manage tracking, running reports, analyzing, and ensuring completion of all work within the work order system.
- Oversee projects within the Division, both internal and external. Provide project management and oversight from design through construction close out, including attending on site project meetings, communicating with contractors, and track project schedule.
- Collaborate with the Director in the coordination of long-term planning, upcoming projects, and customer service concerns.
- Participate in the development and management of the annual capital and operating budget. Track the budget throughout the year, monitor spending trends, and research cost savings options. Monitor contracted work to ensure it remains within budget constraints. Oversee parts and supplies ordering and monitor Division inventory.
- Provide quality assurance, respond to questions, requests, and complaints, and refer any unsolved issues to the Director in support of open communication between the Division and buildings.

- Work with Administrative Division on drafting specifications and bid documents, coordinating bidding schedules, checking references, and coordinating contracts.
- Assist the Director in participating on various Town committees, representing the Building Maintenance Division. Assist in coordination between Building Maintenance, the rest of Public Works, the School Department, and other Town Departments.
- Assist in the hiring process of the trades and custodial staff. Implement and oversee training and onboarding programs for Building Maintenance employees.
- Maintain current knowledge of profession through peer association and attendance at seminars, meetings, etc.
- Provide additional support in managing and scheduling contractors, communicating with the building managers daily to provide feedback on repairs in their building.
- Meet with staff, vendors, and other stakeholders to provide information and to respond to questions that arise.

Other Job Functions

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

Requirements of Work

- Completion of four-year degree program in related field.
- Four to six years of related experience in building maintenance and repair, preferably in a supervisory capacity.
- An advanced degree will be considered in lieu of equivalent years of experience.

Knowledge, Ability, and Skill

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

Knowledge of	• Building maintenance and general building construction processes and procedures.
Ability to	• Respond in a timely manner and ensure coverage of all building maintenance requests. • Understand distinction between School Department and Town priorities.
Skill in	• Project management. • Communication with other Town departments, Building Maintenance employees, and vendors.

Necessary Special Requirements

- Possession of valid state-issued driver's license
- Preferred Credential:**
- MCPPO purchasing and public bidding certificate
 - Building Operators certification

Physical Demands

- Regularly required to speak, hear, sit, stand, walk, operate a motor vehicle, and apply eye-hand coordination in combination with finger dexterity.
- Regularly operate a personal computer, standard office equipment (e.g., telephone, copier, facsimile).
- Occasionally lifts or carries up to and including thirty (30) pounds; spends occasional periods outside subject to weather conditions while inspecting or directing work; spends occasional periods walking, standing, and climbing ladders/catwalks.
- Frequently travels by automobile within Town and responds to calls and emergencies when necessary.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer