

**Town of Sudbury
Position Available
— Internal Posting —**

Building Maintenance Assistant

The Town of Sudbury seeks qualified and self-motivated applicants for the position of Building Maintenance Assistant (40 hours per week). The position reports to the Supervisor of Town Buildings. Responsibilities include manual and mechanical work related to the care, maintenance, and construction of a public building or buildings, related equipment, and surrounding grounds; routine to semi-complex maintenance, painting and repair work. Applicants must be able to perform a wide variety of skilled and unskilled maintenance and must have working knowledge of building systems, mechanical, plumbing, electrical, HVAC and OSHA regulations; must also have the ability to adapt their schedule to tend to unexpected tasks.

Candidates must meet minimum requirements contained in the job description shown below. Salary range is \$20.02 to \$26.33 per hour DOQ; excellent benefits. Send letter of interest and resume to: Jim Kelly, Combined Facilities Director, 275 Old Lancaster Road, Sudbury, MA 01776 or by e-mail to kellyj@sudbury.ma.us. Resumes accepted until August 1, 2014. AA/EOE

See below for complete job description.

BUILDING MAINTENANCE ASSISTANT

Position Purpose:

Must be capable of performing manual and mechanical work related to the care, maintenance, and construction of a public building or buildings, related equipment, and surrounding grounds; routine to semi-complex maintenance, painting and repair work. The employee follows all town safety policies and procedures in the performance of essential functions. Performs all other related work as required.

Supervision:

Scope and Judgment: Work performed is both routine and diversified, requiring judgment in the application of established practices and procedures to problems and situations not falling clearly or concisely within the limitations of accepted standards and precedents. Assists in coordinating and supervising the work of contractors and vendors.

Supervision Received: Works under the general direction of the Supervisor of Town Buildings, following established department general and special orders, policies and procedures.

Job Environment:

Work is performed indoors and outdoors; inside work involves exposure to unpleasant conditions such as dust, dirt, fumes, and chemicals; outside work is performed under varying environmental conditions; incumbent may be exposed to inclement and disagreeable weather conditions such as extreme heat, cold, rain, snow or sun. Work is performed near moving mechanical parts; employee occasionally works in high, precarious places. Must be available for on-call building related emergencies and snow removal operations.

Requires the operation of automobiles, light trucks, telephones, computers, vacuum cleaners, buffers, snow blowers, lawn mowers, power tools (i.e. drills, table saws, etc.), hand tools; utilizes copiers, facsimile machines, and other standard office equipment; may be required to wear protective clothing and mask. Broad knowledge of building maintenance such as electrical, carpentry, painting, masonry, plumbing and HVAC

Has contact with the general public, other agencies internal and external to the Town government, sales people; communication frequently is in person and by telephone.

Errors may create hazards to public safety, and may be costly to correct.

Ability to perform emergency and routine repairs, as well as preventive maintenance. Must have and ability to work effectively in a fast paced environment and be able to adapt schedule accordingly to tend to unexpected tasks.

Must have good oral and written skills, with an ability to understand written and oral instructions.

Demonstrated ability to perform a wide variety of skilled and unskilled maintenance tasks using hand or power tools and related equipment to maintain buildings and equipment as detailed in the performance responsibilities as outlined below. Working knowledge of building systems mechanical, plumbing, electrical, and HVAC. Knowledge of OSHA regulations.

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.)

Primary Performance Responsibilities:

- Perform routine and/or emergency repairs to Town buildings and equipment.
- Participate in semi-annual and annual preventive maintenance inspections on all building systems.
- Keep Supervisor of Town Buildings informed of the progress of the work and any significant developments as they occur.
- Identify and correct health and safety issues in a timely manner.
- Building Security - responsible for working with staff to maintain a safe and healthy atmosphere for public and staff through the monitoring of the facilities.
- Perform miscellaneous related duties as required by the Supervisor of Town Buildings.
- Light construction and carpentry, painting, and repairs.
- Maintenance and repair of hardware such as locks, doors and windows.
- Snow removal and treatment on walks, stairs and buildings grounds.
- Available to work on-call for emergency situations and critical needs.
- Broad knowledge of building maintenance such as electrical, carpentry, painting, masonry, plumbing and HVAC.
- Perform corrective action and preventive maintenance regarding building systems.
- Estimate and obtain materials and supplies required to complete an assignment according to request from Supervisor.
- Assure compliance with building, health, and safety codes.
- Maintain records of daily work performed including labor and materials used; receive work orders and determine priorities with supervisor.
- Perform other similar and related duties as may be assigned by the Supervisor of Town Buildings, or as situation dictates.

Miscellaneous Performance Responsibilities:

All personnel may be required to assist others in the various trades toward the completion of assignments as discussed in the specific trades above but not limited to them.

Essential Functions of a Maintenance Position:

Must possess the ability to:

- Perform a wide variety of general maintenance work, regarding the maintenance and repair of Towns facilities and equipment.
- Prioritize, schedule, and review work while meeting such schedules and timelines; maintain records of work and submits weekly reports to supervisor.
- Effectively and safely operate a variety of tools and equipment per specific trade or in general use.
- Make arithmetic calculations quickly and accurately.
- Establish and maintain cooperative and effective working relationships with coworkers, administrators, staff, and the public.

Works as part of a team under the direction of the Supervisor of Town Buildings. Performs manual labor that requires a wide variety of maintenance duties. Takes responsibility for the care and condition of town buildings. Executes all work orders requested by department head and/or board or commission.

Performs basic carpentry work including building walls, fixing holes in walls, interior and exterior painting, plastering, repairing screens, and small remodeling jobs. Performs routine repairs, light construction and preventive maintenance such as repairing doors, building shelves, replacing broken glass; repairs toilets, water fountains, showers and sinks; changes light bulbs. Cleans gutters.

As requested and directed by the Supervisor, performs custodial duties such as vacuuming, sweeping, washing, mopping and cleaning floors and other surfaces as work schedules and conditions require. Checks and fills paper towels, toilet paper and soap dispensers. Cleans restrooms, and washes windows. Empties trash barrels. Strips and waxes floors.

Monitors all building systems and has some input in the maintenance of heating, ventilation, and other equipment. Performs minor maintenance on heating and cooling systems. Performs non-licensed plumbing and electrical duties in conformance with town/state regulations and policies. Operates thermostat and safety controls.

When necessary, maintains all grounds connected with buildings; rakes leaves; maintains and trims plants and shrubs; shovels snow and sands or salts walkways surrounding buildings as needed. May mow grass.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Maintains lists of supplies, tools, and equipment needed and notifies supervisor; orders supplies and equipment, according to town policies; notifies supervisor of equipment and facilities needing repair; stores custodial supplies; maintains appropriate records of purchases, prices and receipts; provides input into the development of supply budget.

Responsible for the opening and locking-up of various buildings and garage doors; provides building security during work hours, monitoring hallways and directing the public to the proper locations; may secure buildings at close of day.

Sets up voting booths; moves furniture; performs setup and breakdown for meetings and other functions;

Transports books, packages, supplies, boxes, and other materials to various offices and/or buildings; loads trucks with books, boxes and/or other equipment. Runs small errands.

Keeps abreast of the latest equipment, procedures, methods, systems, and materials employed in the industry. Stays abreast of current building technologies, requirements, and regulations.

Follows all town safety procedures in the performance of all duties. Maintains and ensures the safety of public building(s). Communicates awareness of hazards and safety concerns to supervisors, employees, and customers. May be required to place at building/grounds signage, cones, flags, or other appropriate warning information for the general public.

Performs special projects; performs similar or related work as required.

Minimum Required Qualifications:

Education, Training and Experience:

High school diploma or equivalent. Minimum five (5) years' experience in building maintenance. High school graduation plus two years of vocational training; three years of related maintenance experience including custodial experience; experience in recognized building trade is helpful; or any equivalent combination of education and experience.

A valid Massachusetts motor vehicle operator's license is required.
Successful completion of a Criminal Record check (C.O.R.I.) and a pre-placement medical examination.

Knowledge, Ability and Skill:

Knowledge: Must have working knowledge of custodial materials and methods. Working knowledge of maintenance techniques and procedures related to buildings/grounds maintenance and care. Must have knowledge and experience with interior and exterior painting.

Ability: Ability to perform emergency and routine repairs and preventive maintenance. Ability to work effectively in a fast paced environment and be able to quickly respond to phone requests.

Good oral and written skills, with an ability to understand written and oral instructions. Demonstrated ability to perform a wide variety of skilled and unskilled maintenance tasks using hand or power tools and related equipment to maintain buildings and equipment as detailed in the performance responsibilities as outlined below. Working knowledge of building systems mechanical, plumbing, electrical, and HVAC. Knowledge of OSHA regulations.

Ability to work independently, manage multiple tasks and to interact with residents, staff and administration. Ability to handle stressful situations, maintain confidential information, and communicate clearly, both orally and in writing. Ability to maintain, manage, and organize records. Ability to meet deadlines. Attention to detail. Ability to take direction and perform tasks in a timely manner.

Skill: Skill in performing routine painting, minor plumbing, and light carpentry. Strong organizational skills. Basic skills in performing preventive maintenance work on buildings, grounds, and equipment. Excellent customer service skills.

Physical Requirements:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical effort is required in performing functions.

Frequent physical effort required. Position requires extensive walking, reaching, standing, stooping; and climbing stairs/ladders when performing functions. Frequently required to lift, move, and/or push furniture, tools, equipment and supplies which may weigh up to 60 pounds. Physical agility required to access all areas to be cleaned and maintained. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus; ability to distinguish colors. Physical ability to drive a motor vehicle to various building sites. Physical ability to perform basic carpentry work.

Physical and Environmental Demands:

The physical and environmental demands described herein are representative of those that must be met by an employee in order to successfully perform the essential functions of the job.

1. **Physical:** Regular periods of physical activity requiring the ability to stand for long periods, walking, climbing, bending, crawling, and to lift, carry, and position objects weighing up to 60 pounds. The ability to make swift and responsible decisions in emergency or hazardous situations. An employee must have the ability to use hands and arms in order to safely operate equipment and perform the required tasks. Good vision either normally or corrected is required.
2. **Environmental:** Frequent periods of outside work in all extremes of weather. Interior work where the employee may be exposed to loud noise, extremes of heat and cold, and the use of various chemicals, some of which may be hazardous and require special handling. Some work may be on ladders, scaffolding or aerial lifts.

The duties listed above 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.

(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.)