

**Town of Sudbury
Supervisor of Town Buildings
Full-time (35 hours per week)**

The Town of Sudbury seeks a Supervisor of Town Buildings to perform supervisory, administrative, and manual work in planning, directing, and participating in the care and maintenance of municipal buildings. Works under the direction of the Facilities Director and has direct supervisory responsibility for three regular full-time employees. Plans and assigns daily work to department staff, performs building inspections and maintains records, equipment, and supply inventories, monitors HVAC systems, prepares plans and specifications for various maintenance functions, assists with preparing and monitoring the department budget.

This position also serves as Wiring Inspector, with a stipend within the Building Department, under the supervision of the Building Commissioner. The successful candidate will perform technical and inspection work related to the enforcement and interpretation of the National Electric Code, Massachusetts Electrical Code, the Town Zoning By-Law and other applicable codes and provisions of the Massachusetts General Laws relating to electrical installations. Works under the direction of the Building Inspector and performs inspections of electrical installations within buildings and reviews construction plans to ensure compliance with Massachusetts Electrical Codes as needed. Electrical inspections are scheduled in the morning. The Supervisor is required to plan his or her schedule and hours as required to accommodate the needs of each position. The Facilities Director and Building Commissioner work together closely to help facilitate that schedule.

Candidates must meet the minimum requirements contained in the job descriptions posted at www.sudbury.ma.us/hr.

Starting salary range is \$65,057 to \$73,012 with full range to \$82,371; plus \$13,050 stipend for Wiring Inspector duties; excellent benefits. Email letter of interest and resume to BarlettaW@sudbury.ma.us . Resumes accepted until noon on January 5th with the initial review of applications beginning December 28th.
AA/EOE

See Job Description below:

SUPERVISOR OF TOWN BUILDINGS

Position Purpose

The purpose of this position is to perform supervisory, administrative, and manual work in planning, directing, and participating in the care and maintenance of municipal buildings; all other related work as required. The Supervisor of Town Buildings is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision

Supervision Scope: Performs responsible duties requiring the exercise of considerable judgment and initiative in the planning, direction, and control of the department's operations.

Supervision Received: Works under the direction of the Facilities Director. Generally, establishes daily work plan and completes work in accordance with established methods and standards. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Has direct supervisory responsibility for three regular full-time employees. Participates in hiring of staff, provides daily direction, participates in employee performance evaluations, and counsels and participates in staff discipline consistent with town policies. Also oversees and contracts for the work of contractors, vendors cleaning services.

Job Environment

Majority of work is performed under varied conditions with exposure to fumes, dirt, and chemicals, as well as the hazards associated with moving mechanical parts, electrical work, and outdoor weather conditions. Work environment is moderately noisy, and at times very loud. Administrative work is performed under typical office conditions. May be required to work on evenings and weekends, and contacted at home for occasional required emergency responses.

Regularly operates an automobile/light truck, power and hand tools, and standard office equipment.

Makes frequent contacts with other town employees, vendors, and trades people. Contacts are in person, in writing, and by telephone and require discussing, administrative and technical matters. Contacts may require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information including personnel records, which requires the application of appropriate judgment, discretion and professional protocols.

Errors in judgment may result in significant time loss and delay, cause long-lasting damage to buildings and/or equipment, have financial/legal repercussions, and result in serious personal injury and injury to others.

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 local assignment to the position).

Plans and assigns daily work to department staff. Makes frequent periodic visits to the town's buildings to inspect the work of staff, provide direction, and ensure proper completion. Maintains records of ongoing and future projects. Discusses problems, needs and maintenance related issues at various facilities with department heads.

Ensures that heating and ventilation equipment, electrical, plumbing and all life safety equipment is in good working order at all times. Performs regular building inspections to assess conditions and monitor equipment and supervise staff.

Prepares specifications for the purchase of materials, supplies, and the equipment necessary for the care and maintenance of buildings; communicates with vendors. Maintains equipment and supply inventories.

Provides for the repair, renovation, improvement, and replacement of buildings and equipment. Determines if project can be completed by department staff or outside contractors. Prepares specifications for work to be done under contract; inspects the construction, repair and renovation work done under contract.

Prepares plans and specifications for various maintenance functions (e.g. roof, oil burners, alarm system work) and coordinates and supervises the activities of subordinates and contractors.

Monitors building HVAC systems with facilities automated building energy management systems.

Oversees computerized work order system and assigns and tracks work orders to completion.

Arranges for and keeps records of all required inspections. Maintains accurate key logs and records.

Assists in preparing and monitoring the department budget.

May perform all of the duties of a Maintenance Custodian including but not limited to the following work: carpentry, painting, masonry, minor electrical and plumbing, maintenance of equipment, furniture repair, and custodial work.

The Supervisor is an essential employee and supervises and assists in snow removal operations.

Regular attendance and punctuality at the workplace are required.

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

Recommended Minimum Qualifications

Education, Training and Experience:

High school education; five years of progressively responsible experience in building maintenance and/or in a trade; supervisory experience highly desirable; or any equivalent combination of education and experience.

Special Requirement:

Master Electrician License by the Commonwealth of Massachusetts.

Massachusetts Licensed Construction Supervisor.

Possession of a valid motor vehicle operator's license.

Knowledge, Ability and Skill:

Knowledge: Complete knowledge of the materials, methods and techniques relative to buildings maintenance and care. Working knowledge of the building trades.

Ability: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of projects. Ability to deal with department heads and employees tactfully and effectively. Ability to communicate effectively in both written and oral form. Ability to work effectively under time constraints to meet deadlines. Ability to read and interpret blueprints and specifications.

Skill: Skill in operating above-mentioned equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands. Climbs or balances, stoops, kneels, crouches or crawls. Must lift and/or move objects weighing up to 80 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a building and traverse uneven terrain. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirement of the job change.)

Wiring Inspector (Part-time)

Definition:

Professional, administrative, technical and inspection work related to the enforcement and interpretation of the National Electric Code, Massachusetts Electrical Code, the Town Zoning By-law and other applicable codes and provisions of the Massachusetts General Laws relating to electrical installations; other related work, as required.

Supervision:

Works under the direction of the Building Inspector; performs responsible functions of a complex and technical nature involving the exercise of considerable judgment in the application and interpretation of electrical codes and other laws and regulations.

Job Environment:

Some work is performed in office conditions; inspection and site investigation work is performed in the field, with exposure to variable weather conditions, loud noise and the hazards associated with construction sites, including exposure to potentially dangerous materials and electrical wiring; on call to respond to emergencies.

The employee operates standard office equipment, an automobile, and inspection tools. The employee has ongoing contact with the public, Town departments, and state agencies. Errors could result in damage to property, personal injury, delay or loss of service, monetary loss or legal repercussions.

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.

Performs inspections of electrical installations within buildings and reviews construction plans to ensure compliance with Massachusetts Electrical Codes as needed.

Comes to the office on a regular basis to pick up inspection list and maintain records of work completed. This is a part time position, typically 15-18 hours per week.

Helps office clerk maintain database of electrical permits and related insurance information and maintains inspections and permits through a computerized system.

Contacts Power Company for connection of services upon inspection approval. Communicates with Power Company in the event of an emergency or to disconnect services when there is imminent danger.

Responds to complaints regarding code compliance and illegal/defective wiring. Investigates complaints and resolves or refers to appropriate person.

Responds to emergencies when requested to determine if electrically related.

Works to resolve wiring related problems discovered through inspections and conducts research as necessary to determine solutions.

Works with other town departments including but not limited to Fire Department, Police Department, Health Department, Public Works, Planning and other State and Federal Agencies.

Responds to questions from the public, other departments, and other agencies regarding electrical codes and Town projects. Interprets codes and provides information as needed. Issues Code Interpretations.

Enforces codes by issuing stop work orders, correction notices, and citations. Assists in searching for resolutions and follows up to ensure remediation. Authorizes and issues certificates and permits as appropriate.

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, and other interested parties.

Maintains knowledge of all applicable codes and regulations and any changes by reading pertinent materials and attending seminars and peer associations. Keeps abreast of technological and other industry changes.

Recommended Minimum Qualifications

Education and Experience:

High school diploma or equivalent; five to seven years of experience as an electrician, or any equivalent combination of education and experience working as an electrician. Must have knowledge of operations, services and activities of a comprehensive electrical inspection program, occupational hazards and standard safety practices and accepted methods of building construction for commercial and residential buildings. Pertinent Federal, State and local laws and regulations, including the Massachusetts Electrical Code required.

Special Requirements:

Massachusetts Journeymen Electrician's License required; Master Electrician's License preferred. Valid Massachusetts Motor Vehicle Operator's License required. 10 Hours of OSHA. Maintains continuing education hours as required by the State Board of Examiners of Electricians.

Knowledge, Ability and Skill:

Working knowledge of the Massachusetts Electrical Code. Thorough knowledge of all types of electrical installation in residential, commercial and industrial construction. Thorough knowledge of all Town and state laws, regulations, policies and standards related to electrical inspections.

Ability to enforce regulations firmly, tactfully and impartially; ability to interact appropriately with the general public and members of the community; ability to communicate effectively in written and oral form; ability to read and interpret blueprints, drawings and plans, Massachusetts General Laws and other regulations. Ability to maintain records and prepare technical reports. Able to communicate effectively and efficiently, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines.

Communication and public relations skills; planning and organizational skills.

Physical Requirements:

This position requires frequent light to moderate physical effort while performing inspections; employee must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. Employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently required to sit and talk, and hear. Performance of the essential functions may also require employee to climb or balance, stoop, kneel, crouch or crawl. Frequently required to lift and/or move up to 30 pounds. Vision and hearing at or correctable to normal ranges. Ability to distinguish colors, such as electrical wires. Operates automobile.

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.