

TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

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Town of Sudbury
Combined Facilities Director
Town and School Facilities

Facilities Director

The Town of Sudbury seeks a Combined Facilities Director responsible for the planning, organizing, directing and control of all aspects of Town and School facilities. Responsibilities include: facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings.

Minimum qualifications: Bachelor's degree; extensive knowledge of building construction, engineering, business management/energy management/public administration; 7-10 years of related management experience, or equivalent combination of education and experience. Successful candidate must have a valid driver's license and must be CORI/SORI compliant. MCPPO designation preferable.

Candidates *must* meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Starting salary range \$105,230 to \$122,703 commensurate with experience; with full range to \$138,419. Excellent Benefits. Letters of interest/resumes may be sent to hr@sudbury.ma.us until April 7th, 2022 by noon. AA/EOE

See job description and MOA below.

FACILITIES DIRECTOR (*Combined Town and School Facilities*)

Position Purpose:

Plan, organize, direct and control all aspects of Facilities Department as outlined in the Memorandum of Agreement between the Sudbury Board of Selectmen and the School Committee of the Sudbury Public Schools. This shall include: facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings under control of the Town Manager, and under control of the School Committee as well as the review and recommendations on all facility Capital Improvement Plans (CIP).

Supervision:

Supervision Scope: Exercises initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services.

Supervision Received: The Department shall be under the direction and control of the Town Manager and Superintendent (or their respective designees), who shall jointly exercise general oversight and supervision of a Facilities Director and shall have the responsibility of appointing the Director for a term not to exceed three years.

Supervision Given: The Director shall recommend to both the Town Manager and the Superintendent, or their respective designees, appointment or removal for all assistants, agents and employees of the Department as may be required, pursuant to all Town and SPS personnel policies, collective bargaining agreements and relevant statutes. Actual appointment authority shall remain with the Town Manager and the Superintendent. The Director will ensure that the assignment of personnel is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen. Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement.

Job Environment:

Physical strength and ability to access roofs, equipment locations, other construction locations. Regularly use computer keyboard, requiring eye-hand coordination and finger dexterity. Travel to meetings and other communities. Attendance at evening meetings.

Essential Functions:

Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.

Maintain preventative maintenance plan for all facilities.

Manage all work orders and requests, including specifications for work to be done under contract and supervision of private contractors, for building maintenance and repairs.

Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulations, laws and policies.

Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.

Maintain and update capital plan, through a collaborative process, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings.

The Director will provide reports to the Town Manager (and designee), Superintendent (and designee), Board of Selectmen, School Committee, and other boards and committees, as needed, and will be available to attend evening meetings as required.

The Director will work closely with the Permanent Building Committee (PBC) in the oversight of the construction, reconstruction, alteration or enlargement of all existing or new buildings owned by the Town and SPS, including designer selection when applicable.

Develops a five-year capital plan for the Department, including projects for submission to the CIAC and projects proposed for the operating budget of the Department or other funding. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion shall reflect capital budget needs identified and submitted by the Superintendent, or designee. The final recommendation of the school portion of the capital budget and plan shall be submitted to the Superintendent of Schools and approved by the School Committee and the municipal building portion shall be submitted to the Town Manager.

The Director will work closely with the Energy and Sustainability Green Ribbon Committee, in the development and implementation of measures to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning.

Coordination with appropriate town Boards and Committees, including, but not limited to, those listed below.

Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.

Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

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

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree required; 7 - 10 years of related management experience, extensive knowledge of building construction, engineering, business administration management/energy management/public or equivalent combination of education and experience. Must have a valid driver's license. Must be CORI/SORI compliant. Preferably has MCPPO Designation.

Knowledge, Abilities & Skills:

Knowledge: Considerable knowledge of price trends and grades of quality of the materials and equipment. Working knowledge of the hazards and safety precautions common to facility maintenance/repair. Thorough knowledge of the methods, materials and tools/equipment used in the care and maintenance of buildings and equipment. Good working knowledge of M.G.L. Chapter 149 and 30B.

Ability and Skills: Ability to identify town-wide priorities and work collaboratively to support their accomplishment as part of the municipal and school management teams. Ability to conceptualize goals and objectives for the department. Leadership, planning, management, organizational and supervisory skills. Financial management skills, including a solid foundation in budget development and management.

Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive public relations for the Town, and department; to interact effectively with a wide variety of people. Ability to provide guidance, assistance, and or interpretation to others on how to apply procedures and standards to specific situations. Ability to analyze, manage and utilize data to improve operations. Ability to work effectively with citizen boards. Must be computer literate; familiar with computer software applications such as word processing, energy management programs, spreadsheets and other applications tailored to specific department needs.

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.

While performing duties, the employee is required to: interact and communicate frequently with the public, government officials, volunteers, other staff members and boards, third party service providers, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the Town facilities. Lifts/moves objects weighing up to 30 pounds; must be able to lift, push and/or pull objects and furniture.

(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

MGL

Facilities Department

Memorandum of Agreement Between the Sudbury Board of Selectmen and the School Committee of the Sudbury Public Schools

The Sudbury Board of Selectmen (BOS), acting through the Town Manager, and the Sudbury Public Schools (SPS) School Committee, acting through the Superintendent, hereby agree to establish, pursuant to Massachusetts General Laws, Chapter 71, section 37M, and to coordinate the supervision and management of a joint municipal and school facilities department to be known as the Facilities Department (the Department).

This Agreement shall provide for the establishment of the Department, and the transfer of responsibilities to the Department, in a manner that does not compromise the legal authority vested by relevant Massachusetts General Laws, Chapter 131 of the Acts of 1994 (the so-called Town Manager Act), regulations, or local bylaws, in the Town of Sudbury, the Board of Selectmen and the Town Manager or in the Sudbury Public Schools, the SPS School Committee or the SPS Superintendent. Nothing in this Agreement shall prohibit either the School Committee or the Board of Selectmen from rescinding this Agreement as provided below or by law.

Article I. Facilities Department The Department shall be responsible for the facility planning; renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings under control of the Town Manager, and under control of the School Committee.

The Department will not be responsible for the following areas, although the Agreement may be revised to transfer such responsibilities to the Department in the future:

- The custodial care and cleaning of the municipal and school buildings shall remain the responsibility of the respective town and school staff.
- Payment for ongoing utilities expenses for municipal and school buildings shall remain the responsibility of the respective town and school operating budgets.
- Pedestrian snow removal at school buildings shall remain the responsibility of school staff.
- Snow removal, salting, and sanding of all school and municipal parking lots shall remain the responsibility of the Town government
- The maintenance and repair of all school parking lots, driveways, and on-site roadways shall remain the responsibility of the Sudbury Public Schools.

- The maintenance and repair of all municipal parking lots, driveways, and on-site roadways shall remain the responsibility of the Town government.
- The maintenance and repair, including landscaping, of all school grounds other than the playing fields shall be the responsibility of the Sudbury Public Schools.
- The maintenance and repair, including landscaping, of all municipal grounds shall remain the responsibility of the Town government/Department of Public Works.
- The maintenance, repair and permitting for all town and school playing fields shall remain the responsibility of the Town government/

Article II. Oversight of the Department: The Department shall be under the direction and control of the Town Manager and Superintendent, who shall jointly exercise general oversight and supervision of a Facilities Director and shall have the responsibility of appointing the Director for a term not to exceed three years. The Director's compensation shall be jointly determined by the Town Manager and Superintendent. The Director's Employee Benefits and Policies shall be those stated in the Town of Sudbury Employee Handbook. The Town Manager and Superintendent may elect to use consultants or contractors as needed to carry out the responsibilities of the Department, including responsibilities to be assigned to the Facilities Director when hired.

Only the Town Manager may sign contracts for the Town, after approval as to form and appropriateness by the Town Counsel and availability of funds by the Town Accountant. The School Committee, Superintendent, or Superintendent's designee may sign contracts for SPS, as determined by the School Committee.

Article III. Facilities Director; Department Staffing: The Director shall administer the Department's responsibilities and shall coordinate, working with the appropriate parties, all elements of the Department's responsibilities as described above. The Director shall be qualified by education, training and experience to perform the duties required of this Department. The Town's Human Resources Office (Assistant Town Manager), in collaboration with the SPS Director of Human Resources, shall coordinate the search and recruitment process to generate candidates for this and other departmental personnel.

The Director's responsibilities shall include the following:

- Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.
- Development and implementation of a preventative maintenance plan for all facilities.
- Development of a system to prioritize, implement and manage all work orders and requests, including specifications for work to be done under

contract and supervision of private contractors; for building maintenance and repairs.

- Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulation, laws and policies.
- Consultation with the Town Counsel's office in regard to review of contracting/bidding documents.
- Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.
- Management of capital planning, including development of a five-year capital plan for all municipal and school buildings, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings,.
- Preparation of an annual budget as described below.
- Coordination with appropriate town Boards and Committees, including, but not limited to, those listed below.
- Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.
- Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

The Director shall recommend to both the Town Manager and the Superintendent appointment or removal for all assistants, agents and employees of the Department as may be required, pursuant to all Town and SPS personnel policies, collective bargaining agreements and relevant statutes. Actual appointment authority shall remain with the Town Manager and the Superintendent. The Director will ensure that the assignment of personnel is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen.

Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement. Any departmental employees hired after the hiring of the Department Director shall be covered by the Employee Benefits and Policies in the *Town of Sudbury Employee Handbook*. Staff transferred from town or school departments into the shared department will be subject to polices as determined by the Town Manager and Superintendent.

During Fiscal Year 2012, the Director and Department will analyze the current status of Town and SPS buildings/facilities and, working with the Town Manager and Superintendent, develop a plan and proposal for the Department's organizational structure and ongoing operations. The plan and proposal will be

completed by September 30, if feasible. This proposal will address, among other things, the Department's policies, practices and procedures, the Department's relationship with other Committees and Boards, and address the future staffing level and needed skills, assignment or transfer of personnel from the Town departments and SPS to the Department of Facilities, and supervision of staff. This proposal will be submitted to the Town Manager, Superintendent, and School Committee for review and approval.

Until approval of the Department plan, the Director will directly supervise any clerical support assigned to the Department and will be supported by:

- The SPS Maintenance Director, who will remain an employee of SPS, and will continue to perform current responsibilities for SPS.
- The Town Supervisor of Buildings who will remain an employee of the Town Inspectional Services Department, and will continue to perform current responsibilities for the Town.

Upon approval of the plan, the Director shall have the authority to redeploy staff members listed above, consistent with the plan, temporarily or permanently, system wide, in a manner that yields the most efficient and cost effective maintenance and repair of municipal and school buildings. The parties agree that additional positions may be assigned to the Department as called for in an approved plan.

Article IV. Relationship with Town Boards and Committees: The Director will provide reports to the Town Manager, Superintendent, Board of Selectmen, School Committee, and other boards and committees, as needed, and will be available to attend evening meetings as required.

The Director will work closely with the Permanent Building Committee (PBC) in the oversight of the construction, reconstruction, alteration or enlargement of all existing or new buildings owned by the Town and SPS, including designer selection when applicable.

The Director shall be responsible for developing a five-year capital plan for the Department, including projects for submission to the CIPC and projects proposed for the operating budget of the Department or other funding. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion shall reflect capital budget needs identified and submitted by the Superintendent, or designee. The final recommendation of the school portion of the capital budget and plan shall be submitted to the Superintendent of

Schools and approved by the School Committee and the municipal building portion shall be submitted to the Town Manager.

The Director will work closely with the Energy and Sustainability Green Ribbon Committee, in the development and implementation of measures to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning.

Article V. Building Managers: Each municipal and school building shall have a building manager as designated by the Superintendent or Town Manager (e.g., school principal, police chief, etc.). The building manager shall directly supervise custodial staff working in the building, unless the Town Manager directs otherwise for Town buildings or the Superintendent directs otherwise for school buildings. The Director shall coordinate as needed with the building manager concerning building maintenance and interaction with custodial staff. The Superintendent, in the matter of school buildings, or the Town Manager, in the matter of municipal buildings, shall address any unresolved differences between a building manager and the Director, depending on the building involved. In such instances the decision of the Superintendent or Town Manager shall be final.

Article VI. Operating Budget: For Fiscal Years 2012 and 2013, all salaries and benefits for the Director and a clerical staff member shall be shared equally by the Town and SPS, with payment coming from the respective operating budgets and the benefits account.

For Fiscal Years 2012 and 2013, all expenses for maintenance and repair of municipal and school buildings will be paid from the respective operating budgets or other approved funding sources, depending upon the building that is the subject of the expense. All shared expenses of the Department that are not allocated to a specific building will be shared equally by the Town and School operating budgets, subject to the approval by the Town Manager and Superintendent.

For years subsequent to Fiscal Year 2013, the Director shall be responsible for developing an annual operating budget for the Department. The operating budget shall be sufficiently detailed to show separate budget allocations for school buildings and for municipal buildings. The operating budget shall include the estimated cost for all wages and salaries, operating expenses, supplies, and capital purchases. The budget will include a recommended assessment for the Town, subject to approval of the Town Manager, and a recommended assessment for SPS, subject to approval of the Superintendent and School Committee.

For school facilities, all planned salaries and expenses for the Department shall be appropriated within the SPS operating budget. For all municipal facilities, all

planned salaries and expenses for the Department shall be appropriated within the Town operating budget as determined by the Town Manager. All shared salaries and expenses will be allocated by agreement between the Town Manager and the BOS and the Superintendent and School Committee, to be appropriated within the respective budgets. These assessments will become part of the Department's fiscal year budget.

Article VI. Use of School Buildings and Municipal Buildings: The Town Manager shall retain jurisdiction and control of all municipal buildings, consistent with state law and the Town Manager Act. The School Committee, consistent with Massachusetts General Laws, Chapter 71, shall retain full jurisdiction and control over the use and rental of school buildings, facilities, and grounds. The School Committee shall maintain control over the use of school facilities and grounds by all groups wishing to use the school grounds and facilities. Unless the School Committee determines otherwise, the Recreation Department shall continue to permit use of both Town and School playing fields. Fees established for use of the school grounds and facilities shall be set by the School Committee. The fees will be paid into a revolving fund, which is to be used by SPS for payment of costs for custodial care and cleaning, but may be used for maintenance projects, as requested by the Director and approved by the Superintendent. The Town will continue to have separate policies for use and fees associated with the various Town buildings which will not be a part of this agreement.

Article VII. Terms of Agreement: This Agreement is effective beginning on the last date of execution by signatories as shown below, by authorized votes of the BOS and the School Committee, and shall remain in effect unless terminated by the BOS or School Committee. Termination requires six months notice prior to the end of a fiscal year and will not take effect until the end of that fiscal year. Amendments to this Agreement may be made at any time by written agreement of the BOS, Town Manager, School Committee, and Superintendent.



Chairman, Board of Selectmen

1/17/2012
Date



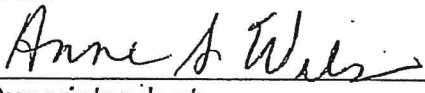
Town Manager

1/17/12
Date:



Chairman, School Committee

1/17/2012
Date



Superintendent

1/18/12
Date: