



Position Title: Municipal Facilities Manager
Department: Department of Public Works
Reports to: DPW Director
Hours: Full-time (40) hours
Date: September 30, 2021
Salary: \$85,000

JOB SUMMARY: This is a salaried position responsible for the planning, organization, direction and control of repair, maintenance, capital improvements, custodial services, and security for Town buildings.

ACCOUNTABILITY: Works under the general direction of the DPW Director. Performs duties with a high degree of independence and latitude, exercising considerable judgment in coordinating activities and determining appropriate courses of actions. Assures compliance with proper procedures, codes and regulations.

SUPERVISION EXERCISED: Supervises employees assigned to Town Building Division, other DPW employees for specific projects, contractors and architects/ engineers.

ENVIRONMENT: Inside: 85% Outside: 15%

DUTIES AND RESPONSIBILITIES:

- Established and administer schedules and procedures for the regular, ongoing custodial care and maintenance of all Town buildings and grounds.
- Prepare, oversee, and monitor all custodial and maintenance contracts.
- Develop a facility management system to include updated surveys, historical data, type of building construction, structural condition, utility systems (plumbing, HVAC, electrical, etc.), building envelope, and cosmetic conditions of Town buildings.
- Responsible for the work order system & timely completion of requests within authorized annual budget.
- Develop and maintain a five-year capital improvement plan for small capital (<\$25,000) and capital (>\$25,000) projects for buildings, grounds and related equipment with defensible estimates.
- Develop and recommend annual budget requests for Town Building Division and manage division budget.
- Prepare specifications for purchase of material, supplies, contract services and equipment necessary for the care and maintenance of buildings and grounds; and maintain an equipment inventory and equipment history file.
- Prepare Bid Documents and Procure supplies, contract services and materials in accordance with Mass General Law. Initiate purchase orders with supporting documents.
- Review vendor invoices, processing of vendor invoices and purchase orders; schedule invoices for payment.
- Provide construction management and inspection for all Town building construction, renovation and improvement projects with respect to on adherence to plans & specifications, project time lines and budgets.
- Provide annual assessments of buildings per current space utilization.
- Coordinate building security for all buildings on a 24/7 basis.
- Develop and implement a comprehensive preventive maintenance program for all Town buildings.

- Ensure compliance with all buildings and grounds related regulatory codes including: AHERA (Asbestos Hazard Emergency Response Act), IPM (Integrated Pest Management), hazardous waste disposal, elevator and pressure vessel certifications, fire and sprinkler system testing etc.
- Ensure monthly visits to building and public properties to inspect conditions and to meet with occupants.
- Establish and maintain effective working relationships with state agencies, private organizations, other departments, employees, and the general public.
- Respond to emergencies situations 24 hours a day, seven days a week.
- Identifies workplace environmental, health and safety hazards and develop policies, procedures, work practices, etc. to reduce/ eliminate risk.
- Perform related duties as required.

EDUCATION/LICENSURE/CERTIFICATION/EXPERIENCE REQUIREMENTS: Bachelors Degree in Facilities Management or related field ; an Associates Degree in the same or similar field, or any combination of education and experience that demonstrates possession of the required knowledge, skills and abilities; possession of or ability to obtain Massachusetts Construction Supervisor's license, within 12 months of employment; 5 years of supervisory experience in facility maintenance; thorough experience in building construction, operation, maintenance and repair work in a progressively responsible supervisory capacity; valid Massachusetts Class D motor vehicle operator license; possession of or ability to obtain Massachusetts Certified Public Procurement Official Designation (MCPPO), within 24 months of employment

KNOWLEDGE/SKILLS/ABILITIES REQUIREMENTS:

- Knowledge of maintenance operations including heating, ventilating, cooling systems and controls; water service and plumbing, electrical, lighting, and communication systems.
- Knowledge of appropriate materials, equipment, and methods for proper maintenance of the interior and exterior of all buildings and grounds.
- Knowledge of MA procurement laws including M.G.L. Chapters 149, 30B and 7.
- Knowledge of AHERA, NFPA, OSHA, DEP, Building Codes, Handicap Accessibility Regulations, Energy Codes and other government regulations related to buildings and systems.
- Knowledge of routine and preventive maintenance; capital assessment and planning; project management; and cost estimating.
- Strong interpersonal skills including an overall client service attitude.
- Skills in leadership, management, and supervision.
- Skills in financial management - cost accounting, budget preparation, and capital budgeting.
- Ability to produce reports using Microsoft Word, Excel, and other software.
- Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or troublesome situations.
- Ability to manage multiple projects simultaneously with required attention to detail.
- Ability to understand building plans and blueprints.
- Ability to organize and plan; and carry out plans effectively, within budget, and set timelines.
- Ability to establish and maintain effective working relationships with other departments, employees and the general public.
- Ability to write correspondence, memos, and schedules.