



Position Title: Building Superintendent
Department: DPW
Reports to: Patrick Bower, Director of DPW
Hours: Full-time (35) hours
Date: April 19, 2019
Salary: \$62,844.00 (FY19 Budgeted Salary)

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.

Essential Functions

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.

Maintain/Develop a facility management system to include updated surveys, historical data, and 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 defendable estimates.

Develop and recommend annual budget requests for Town Building Division and manage division budget.

Prepare specifications for purchase of material, supplies, services and equipment necessary for the care and maintenance of buildings and grounds; and maintain an equipment inventory and equipment history file.

Procure materials, supplies, 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.

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.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

LIFT up to 10 lbs.:	Frequently required
LIFT 11 to 25 lbs.:	Frequently required
LIFT 26 to 50 lbs.:	Occasionally required
LIFT over 50 lbs.:	Occasionally required
CARRY up to 10 lbs.:	Frequently required
CARRY 11 to 25 lbs.:	Frequently required
CARRY 26 to 50 lbs.:	Occasionally required
CARRY over 50 lbs.:	Occasionally required

REACH above shoulder height:	Frequently required
REACH at shoulder height:	Frequently required
REACH below shoulder height:	Frequently required
PUSH/PULL:	Frequently required

Other Physical Considerations:

Twisting:	Occasionally required
Bending:	Occasionally required
Crawling:	Occasionally required
Squatting:	Occasionally required
Kneeling:	Occasionally required
Crouching:	Occasionally required
Climbing:	Occasionally required
Balancing:	Occasionally required

HAND MANIPULATION:

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required

DURING A 7.5 -HOUR DAY, EMPLOYEE IS REQUIRED TO:

Total Hours:

Sit: 1 2 3 4 5 6 7 8

Stand: 1 2 3 4 5 6 7 8

Walk: 1 2 3 4 5 6 7 8

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions and queries.

Sight: Necessary for doing job effectively and correctly.

Tasting & Smelling: Necessary for doing job effectively and correctly.

SPECIFIC VOCATIONAL PREPARATION REQUIREMENTS(S):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4 to 10 years.
- 9. Over 10 years.

EDUCATION/LICENSURE/CERTIFICATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree in Facilities Management or related field ; an Associate's 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.

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.

235 North Street, North Reading, MA 01864