

Town of Williamstown
Department of Public Works
Facilities Technician Job Description

Starting Salary Range: \$57,000-\$62,000

Definition

To maintain a safe and functional environment in all municipal buildings in a cost-effective manner. Under general supervision inspects, analyzes needs, plans for, and performs general custodial and maintenance work and repairs on the municipal buildings and utilities. Must be knowledgeable in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, HVAC, general custodial work, and facilities maintenance.

Supervision

Supervision Scope: Performs a wide variety of general maintenance work regarding the maintenance and repair of municipal facilities and equipment. Exercises a considerable degree of judgment in dealing with issues of building maintenance, and in deciding the appropriate course of action when handling difficult situations. Exercises initiative and analyzes the facts or circumstances surrounding individual problems.

Supervision Received: Works under the administrative direction of the Superintendent of Public Works or designee requiring the ability to plan and perform operations, and to independently complete assigned tasks according to a prescribed schedule. Refers questionable situations to supervisor.

Job Environment

Work is performed indoors and outdoors, regardless of season or weather conditions. Drives a vehicle to different locations; works with machinery; has possible exposure to loud noise; uses various chemicals, some potentially toxic, cleaning solvents, grease, oils, and paint. Performs electrical and plumbing work. Works near moving mechanical parts in high, precarious places, necessitating the use of a ladder or scaffolding.

Effectively and safely operates machines, hand or power tools, and other maintenance/custodial equipment. Operates lawnmower, trimmer, snow blower, and other related grounds equipment.

Makes frequent contact with DPW staff, other town departments, the general public, and contractors. Has access to all municipal buildings, but not to department-related confidential information.

Errors could result in damage to buildings and equipment, monetary loss, injury to self and others; create hazards to public safety, adverse public relations, damage to property, monetary loss to the town, legal ramifications; and a danger to public health and safety.

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 to, or a logical assignment to the position.

Ensures that the public areas are clean, comfortable, and free of hazards.

Assists in the development and ongoing update and implementation of a building's preventive maintenance program. Keeps a detailed book identifying assets in each facility with pictures, condition assessments, preventative scheduled maintenance requirements, replacement recommendations, and contact information.

Performs inspections on each facility and develops maintenance improvement, preventative maintenance, and replacement needs with estimated costs. Coordinates and participates in annual maintenance inspections and emergency visits with HVAC service companies.

Maintains records of work performed including labor and materials used; receives work orders and determines priorities. Performs repairs, whether maintenance and improvement-related or emergency-based, that do not require an outside contractor. Checks and maintains the heating, ventilation, and air conditioning systems for proper operation. Assures compliance with building, health, and safety codes.

Oversees the care and maintenance of all buildings and facilities under the authority of the Department of Public Works. Is on call for emergencies related to the safe operation of these buildings.

Accountable for all utility inspections and scheduling service calls/repair work. The employee will be in contact with the contractors that the Town engages to service all utilities.

Recommended Minimum Qualifications:

Education and Experience

Education, Training, and Experience:

High school diploma or equivalent; five years experience in custodial and/or building trades; some supervisory experience helpful; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

Applicants must possess a current Construction Supervisors License and a valid driver's license.

Knowledge, Ability, and Skill:

Knowledge: Must be knowledgeable in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, HVAC, and general custodial and facilities maintenance duties. Demonstrated knowledge of procedures and safety measures in area(s) of specialty.

Ability: Ability to carefully follow instructions and labels on cleaning supplies and equipment. Ability to perform routine maintenance and repairs to buildings and equipment promptly. Ability to set priorities and work independently to complete assigned tasks. Ability to communicate effectively both orally and in writing. Ability to communicate with individuals in a helpful, courteous manner. Ability to make swift and responsible decisions in emergency or hazardous situations. Ability to maintain a positive attitude and proficiency in time management.

Skill: Basic skills in performing preventive maintenance on buildings, grounds, and equipment. Skill in all of the above-listed tools and equipment. Skill in the safe operation of tools necessary to fulfill the requirements of the position.

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 essential functions.

Constant physical effort is required with occasional strenuous effort demanded in performing functions. The position requires extensive walking, reaching, standing, stooping, and climbing. Frequently required to lift, move, and/or push furniture and equipment weighing 60 pounds or more; occasionally lifts/moves/pushes up to 100 pounds. Physical agility is required to access all areas of municipal buildings. May require the ability to work on ladders. May spend the entire shift engaged in physical activity. Vision and hearing at or correctable to normal ranges.

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.