

TOWN OF GLOCESTER
Department of Public Works
Position Description
Building and Facilities Supervisor

POSITION SUMMARY:

Responsible for repair & maintenance, building modification and new construction to all town buildings and facilities; including but not limited to Town Hall (including section occupied by School Dept) , Police Station, Public Works, Transfer Station, Animal Shelter, Recreation and Park Buildings & grounds, Senior Center

REPORTS TO: Director of Public Works

SUPERVISES: Additional labor where and when necessary.

EXAMPLES OF WORK:

Carpentry (rough & finished)
Painting
Mechanical/plumbing & HVAC (including oversight of Town Hall water system and geothermal system)
Electrical (including computer and phone lines)
Masonry repairs and construction
Drainage and bridge construction, repairs and maintenance
Construction of new buildings/additions
Modifications of existing buildings
Building repairs and maintenance
Custodial/Grounds Maintenance
Supervision of subordinates and coordination of outside contractors.
Available 24/7 for emergencies to any Town building or facility.
Available 24/7 in winter months for plowing and sanding operations.
Ability to shovel walkways at all facilities

REQUIRED KNOWLEDGE AND SKILLS:

Ability to perform any of the work described above in a professional manner.
Ability to supervise others to successfully achieve project goals
Good analytical skills, ability to act independently and think creatively
Ability to reason and detect and solve problems
Ability and confidence to make correct decisions
Must be highly motivated

Town of Gloucester, DPW
Position Description - Building and Facilities Supervisor

Ability to interpret and communicate
Team oriented
Self management/self discipline
Good understanding of overall Town operations and interaction between departments
Ability to read plans & specifications

TRAINING AND EXPERIENCE

High School/Technical School Graduate
Minimum 5 years of experience
Proficient in carpentry, painting, plumbing, electrical, and HVAC

CERTIFICATES AND LICENSES REQUIRED:

Valid Drivers License
VSS Operator-Water Certification- Ability to get within 6 months from date of hire.

**Town of Gloucester, Rhode Island
Job Description**

Position Title:	Building Maintenance Supervisor	Grade Level:	
Department	DPW	Date:	
Reports to:	DPW Director	FLSA Status:	

Statement of Duties: The Building Maintenance Supervisor is responsible for overseeing and participating in the maintenance of all Town buildings inside and out to perform building repairs and preventative maintenance to ensure that buildings are in proper operating condition. The employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the DPW Director, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: The employee, as a regular part of the job is required to lead other employees to assist one to two (1-2) full-time employees to assist them in completing their assigned work. Employee also performs work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

Confidentiality: In accordance with the State Public Records law, the employee has regular access to confidential information such as department records or official employee personnel files.

Judgment: Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical trade field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques to determine the most cost effective and safe method to accomplish the work.

Department of Public Works
Building Maintenance Supervisor

Town of Glocester, Rhode Island
Job Description

Work Environment: Working conditions involve frequent exposure to intermittent machine or related noise or a combination of unpleasant elements such as unpleasant weather conditions, odors, chemical fumes, loud noises, biohazards, explosives, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work that is not suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. The employee is required to work beyond normal business hours or while on call 24/7, at night or on the weekends in response to natural or man-made emergency situations.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of operational practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary losses due to waste of material, damage to buildings and equipment or personal injuries danger to public safety and legal repercussions to the Town.

Occupational Risk: Duties regularly present potential risk of personal injury from improper exposure to adverse weather conditions and/or the operation of hazardous equipment that could result in loss of time from work. Examples of injury includes severe muscular strains from working with heavy material, tools, and equipment, falls from heights in excess of three feet and illness and working in dangerous confined construction trenches. Special safety precautions, training, and protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required at all times.


Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Responsible for the performance of a range of skilled and unskilled services pertaining to the maintenance and repair of town-owned buildings including the supervision of town employees as well as contractors hired to make repairs or installations to town-owned buildings.

Ensures that all department operational safety precautions are followed while performing work.

Performs routine maintenance and repair of department equipment; reports any malfunctions to supervisor, and make routine equipment and vehicle repairs and preventative maintenance.

Department of Public Works
Building Maintenance Supervisor


**Town of Gloucester, Rhode Island
Job Description**

Oversees and performs a wide range of skilled and un-skilled trade work including but not limited to carpentry, painting, plumbing, electrical, HVAC and janitorial duties.

Provide support to the Public Works Director as requested.

Attends training sessions as required to maintain abreast of updates or changes in occupational safety requirements.

Recommended Minimum Qualifications:

Education and Experience: Associate's degree or an equivalent journeyman's level of trade knowledge and a minimum of three to five (3-5) years prior work experience with at least one (1) year in a supervisory capacity; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.


Special Requirements: Valid Class D Drivers License and Water Certification. As a condition of employment the employee is required to successfully complete a physical examination and to maintain physical condition in order to carry out the essential functions of the position in a safe and effective manner.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of building maintenance techniques, and operating practices. Working knowledge of department equipment and related materials in support of department operations. Knowledge of department safety practices and procedures.

Abilities: Ability to establish effective working relationships with co-workers and contractors and to ensure that the proper work techniques and safety procedures are followed at all times. Ability to adjust to changes in schedules and work assignments and to follow written and oral instructions in a prompt, safe, and efficient manner. Ability to operate department equipment and materials in a safe manner in accordance with department safety guidelines. Ability to detect building mechanical problems and to perform minor repairs. Ability to perform strenuous physical work over an extended period of time and to lift, carries, and place heavy objects. Ability to plan and to complete multiple tasks in a detailed, cost effective, safe, and organized manner.

Skill: Proficient written and oral communication skills. Proficient trade skills and the use of department equipment and tools in a safe and effective manner. Effective customer service skills.

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Physical and Mental 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 position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. The employee is required to lift, push or pull heavy objects such as department equipment and tools. The employee is required to stretch and reach in order to retrieve work materials and equipment. The work will require extended physical effort over a significant portion of the workday and often under adverse weather conditions or in cramped, high places

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include but are not limited to using power and/or hand tools or to climb a ladder.

Visual/Auditory Skills: The employee is routinely required to read documents, personal computer screens and written reports for general understanding and rarely non-written materials for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is routinely required to determine color differences.

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 changes.