

**Town of Conway, Massachusetts
Job Description**

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| Position Title: | Full-Time Building and Grounds Maintenance Technician | Grade Level: | TBD |
| Department | Highway Department | Date: | Jan. 2021 |
| Reports to: | Highway Superintendent | FLSA Status | Non-Exempt |

Statement of Duties: The employee is responsible for the upkeep and maintenance of town-owned buildings, including janitorial and custodial duties and routine maintenance; secondary responsibility as a Laborer to repair and maintain town roads, cemeteries, and drainage systems, and other town infra-structure; assist with snow and ice removal. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision by the Highway Superintendent, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. New or unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. In some cases, the work is self-checking, for example, requiring accounts to balance before proceeding.

Supervisory Responsibility: The employee is not responsible for the regular supervision of any Town employees.

Accountability: Consequences of errors, missed deadlines or poor judgment would include adverse public relations, legal repercussions, waste of materials, and danger to public safety or personal injury.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Independent judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Confidentiality: In accordance with the State Public Records Law, the employee does not have regular access to confidential information.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work is continually performed outdoors, regardless of weather conditions. Employee is required to work beyond normal work hours in response to natural or man-made emergency situations.

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Nature and Purpose of Contacts: Relationships are primarily with co-workers and occasionally the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. The employee has contact with vendors or contractors and members of the public that use the buildings. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risks: Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of cleaning and/or building maintenance equipment and related materials, traffic, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or boots is required to carry out duties in a safe and effective manner and in accordance with manufacturer's directions.

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.

Janitorial/Custodial

Responsible for maintaining a preventative building maintenance program pertaining to the cleaning and routine maintenance of various Town buildings as assigned.

Sets up rooms for various public meetings as necessary.

Ensures that walkways and grounds around Town buildings are clean.

Cleans and maintains furniture, windows, floors, bathrooms etc.

Maintains an inventory of cleaning equipment and supplies and orders replacement as necessary within budgetary appropriations.

Collects and disposes of building refuse and recycles paper, bottles, and cans as appropriate.

Maintenance

Performs carpentry, masonry, interior and exterior painting, floor refinishing; performs basic electrical and plumbing maintenance and repairs, where no license is required.

Performs regular inspections of mechanical systems and equipment; makes recommendations for necessary repairs; schedules and arranges routine maintenance of heating and other systems.

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Performs routine maintenance and basic repairs on buildings and grounds maintenance equipment; performs periodic duties; assists custodial staff as needed.



With input from town officials and supervisor, develops and maintains written routine, immediate and long-term building maintenance schedules for town buildings; develops a prioritized list of projects; assists with estimating project costs; orders project materials. Responsible for overseeing the performance of contractors to ensure compliance with bid specifications and applicable state regulations/codes.

Sands and plows streets during snow emergencies and responds to emergencies, as required; performs preventative maintenance on equipment, greases, changes oil, and cleans equipment; changes tires; performs minor maintenance.

Drives equipment and vehicles; lifts bricks, cinder blocks, catch basin covers, branches, heavy supplies, plow blades etc.

Recommended Minimum Qualifications:

Education and Experience: Three to five (3-5) years prior work experience; building and grounds maintenance; a minimum of two (2) years of experience snowplowing; or any equivalent combination of education, training and experience.

Special Requirements: Valid motor vehicle operator's license. 


Knowledge, Abilities and Skill:

Knowledge: Working knowledge of heating, plumbing and electrical systems, and building and grounds equipment maintenance and repair. Knowledge of building trades, including carpentry, plumbing, and electrical work. Working knowledge of building maintenance products, equipment, techniques and practices including HVAC, plumbing, electric and masonry construction work. Knowledge of safe work practices in the maintenance of buildings to avoid injury.

Abilities: Ability to diagnose problems and perform repairs to heating, plumbing and electrical systems. Ability to develop, maintain and prioritize maintenance schedules. Ability to establish and maintain effective working relationships with town employees, supervisor and town officials. Ability to organize time, work independently and complete assignments within established time frames. Ability to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner. Ability to carry out job duties often under potentially dangerous working conditions in a safe and efficient manner. Ability to read, interpret and follow oral and written instructions and or directions. Ability to work with a wide range of building maintenance and cleaning equipment in a safe and efficient manner. Ability to follow instructions to complete assigned tasks. Mechanical aptitude. Ability to use hand and power

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tools for repairs and maintenance. Ability to perform moderately strenuous manual labor.

Skill: Effective work organizational skills. Proficient mechanical and physical skills required to carry out job duties in a safe and efficient manner.

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 the exercise of physical strength and effort daily to lift, push, pull, carry, or stacking heavy objects such as chairs and tables and building maintenance equipment.

Motor Skills: Position requires the employee to apply hand eye coordination with finger dexterity and motor coordination in order to perform a wide range of unskilled labor activities such as the use of building maintenance and cleaning equipment and to climb a ladder or work in confined spaces.

Visual/Auditory Skills: The employee is required to read documents and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend verbal instruction and the ability to communicate effectively orally.

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.