



## Job Description

Position: Facilities Director  
Primary Location: Various Locations  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Town Administrator  
Description Updated On: October 6, 2021

### Summary/Objective

The primary function of this position is to direct all aspects of building and facilities operations, including scheduled and emergency maintenance, repairs, and renovations by town employees and contractors; assess the quality of work performed and supervise the completion of work through review of reports, frequent site inspections, and conferences with supervisors and Department Heads. Perform skilled and semi-skilled maintenance tasks in the repair, maintenance, and upkeep of town facilities, including carpentry, mechanical, custodial and basic non-licensed electrical, plumbing, and HVAC work, in accordance with OSHA safety regulations, town policies and procedures observing all safety regulations, ensuring all quality standards are met and a safe, courteous and professional behavior is observed in all situations. The employee serves as the on-call lead, available to respond to facilities-related emergency situations as needed. The Facilities Director will also have budgetary and capital planning responsibility. Employee is required to perform all similar or related duties. The Facilities Director is responsible for the direct supervision of no fewer than six (6) employees with maintenance responsibility at nine (9) distinct Town buildings and who work different shifts.

### Essential Functions

- Supervises the maintenance of all mechanical, electrical, and plumbing equipment including HVAC systems, electric motors, pumps, ventilating fans, air conditioning and electrical control units.
- Investigates the condition of buildings, equipment, and grounds, and recommend improvements in the facilities.
- Maintains all decorative lights on Main Street.
- Assesses and evaluates maintenance and operational services on an ongoing basis; prioritizes necessary repairs, improvements, and preventive maintenance; follows all safety rules and regulations to minimize risk and enhance the safety of employees, contractors, vendors, and visitors; checks property and grounds for unsafe conditions, and clear hazards; report safety conditions, security issues and illegal activities.
- Completes administrative duties of the Facilities Maintenance Department; maintains records, prepares purchase orders, bills, and other related documents (bids, funding in accordance with federal and state laws and local by-laws), handles questions, issues and concerns of property owners, contractors, builders, and other concerned parties with regard to current and future projects as required.
- Trouble-shoots and performs diagnostics for repair of electrical, plumbing, and mechanical systems.

- Performs a variety of skilled and semi-skilled facilities maintenance, preventive maintenance, component replacement, and repair tasks, including carpentry, mechanical, security systems, and basic non-licensed electrical, plumbing, and HVAC work; operates hand and power tools; coordinates work with service vendors and contractors.
- Reads and interprets project work orders; identifies material and equipment needs and organizes supplies and equipment; prepares written reports as required and documents the work performed.
- Responsible for developing and maintaining a preventative building maintenance program pertaining to the cleaning and routine maintenance of Town buildings.
- Ensures that walkways and grounds around Town buildings are clean.
- Maintains an inventory of cleaning equipment and supplies and orders replacement as necessary within budgetary appropriations.
- Performs routine plumbing, carpentry, mechanical or electrical work as required.
- Oversees construction contractors and other tradespersons performing work on or in Town buildings.
- Assists with development and maintenance of multi-year capital improvement and maintenance plans. Responsible for preparation and maintenance of department budget. Secures cost estimates for all capital repairs and projects.

### **Required Qualifications, Education, and Experience**

- High School Diploma or equivalent
- Must have:
  - A minimum of ten (10) years of related experience, five (5) years of which should be in building maintenance operations, custodial duties, procedures, tools, and equipment used in maintenance of municipal facilities and grounds.
  - Experience managing people and operational issues.
  - Knowledge of electrical, plumbing, and HVAC standards and maintenance techniques.
  - Familiarity with building alarm systems and security systems procedures and access controls.
  - Knowledge of local building codes, policies, regulations, and guidelines for maintenance of public facilities.
  - Familiarity with current OSHA standards and requirements.
  - Ability to identify maintenance needs and take the appropriate corrective actions and supervise and direct employees, contractors, and vendors as required.
  - Flexibility to work daytime, evening, and on-call hours is required.

### **Knowledge, Skills, & Abilities**

- Must have working knowledge of building maintenance products, equipment, techniques, and practices including HVAC, plumbing, electric and masonry construction work, and knowledge of safe work practices in the maintenance of buildings.
- Must have ability to accurately estimate labor/ material costs.
- Must possess effective work organizational skills and have proficient mechanical and physical skills required to carry out job duties. Must have the ability to prioritize tasks and work independently.
- Must be able to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner; to carry out job duties often under potentially dangerous working conditions in a safe and efficient manner and to read, interpret and follow oral and written instructions. Ability to work with a wide range of building maintenance equipment is necessary. Must be capable of using Microsoft Office.
- Must be able to establish and maintain cooperative working relationships with co-workers and the public.

## Physical and Mental Job Requirements

- 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 may be required to carry out job duties in a safe and effective manner.
- Work requires the exercise of physical strength and effort daily to move self in a variety of different positions to lift, push, pull, carry, or stacking objects up to 50 lbs., such as chairs and tables and building maintenance equipment. Must regularly climb and descend stairs and ladders, and work in confined spaces.
- Exposure to:
  - Extreme noise levels
  - Radiation
  - Chemicals
  - Electrical hazards
  - Hazardous waste
  - Acidic or harsh substances
  - Fumes/airborne particles
  - Allergens
- Use of and/or subject to:
  - High/precarious places
  - Ladder/step stool
  - Scaffold
  - Light equipment
  - Moving mechanical parts
  - Computers/monitors
  - Confined spaces
  - Vibration
  - Handheld manual tools
  - Handheld power tools
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Make decisions that have an impact on the immediate work unit's operations and/or services
  - Make decisions that have significant impact on a department's credibility, operations, and/or services
  - Communicate and exchange routine/basic information
  - Communicate and explain a variety of information
  - Memorization/concentration
  - Learning/knowledge retention
  - Preparing/analyzing numerical figures

- Emotional/behavioral self- regulation
- Interacting with others

### **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 often performed outdoors, regardless of weather conditions; and may involve working at heights, in cramped quarters, or working around machinery and its moving parts.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 40 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 40 per week are required.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_

