



Job Description

Position: Maintenance Supervisor
Primary Location: Various locations
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Facilities Director
Description Updated On: October 18, 2021

Summary/Objective

The employee is responsible for the provision of cleaning, repair, and routine maintenance services in numerous Town-owned buildings such as the Town Hall. Employee is required to perform all similar or related duties.

Essential Functions

- Develops and maintains a preventative building maintenance program pertaining to the cleaning and routine maintenance of electrical, plumbing, and other mechanical functions of Town buildings.
- Sets up rooms (tables/chairs/may assist with audio visual equipment) for various public meetings as necessary.
- Ensures that walkways and grounds around Town buildings are clean.
- Cleans and maintains furniture, windows, floors, etc.
- Maintains an inventory of cleaning equipment and supplies and orders replacements as necessary within budgetary appropriations.
- Collects and disposes of building refuse as well as yard waste.
- Performs routine plumbing, carpentry, mechanical or electrical work as required.
- Oversees construction contractors and other tradespersons performing work on or in Town buildings to ensure quality installations and repairs.
- Analyzes heating and/or AC actual usage and pricing, compared with budgeted usage and pricing for both heating (under 65 degrees) and cooling (over 65 degrees).

Required Qualifications, Education, and Experience

High School Diploma or equivalent; a minimum of three (3) years' prior work experience in repair and maintenance 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.

Knowledge, Skills & Abilities

- 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.
- Must have effective work organizational skills; proficient mechanical and physical skills required to carry out job duties.
- Ability to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner

and 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.

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. Other hazards include 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 and 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.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Communicate and exchange routine/basic information
 - Memorization/concentration
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in various environments, mostly town-owned buildings.

Hours of Work

- This role is paid on an hourly basis.
- Full-time hourly employees work 40 hours during a Monday through Friday workweek.

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_____