

I. Position Title: **Facilities Manager**

II. Supervisor: Town Administrator

III. General Description of Duties: The Facilities Manager is responsible for the cleaning and maintenance of Town Facilities (other than regional school, town docks, and CTAC structures – unless agreed to by Select Board), in consultation and cooperation with all department heads, to assure their upkeep and repair. The Facilities Manager will supervise custodial staff and contractors on town buildings.

IV. Duties and Responsibilities

- A. Cleans interior of Town buildings, including but not limited to: Police Station (Old Menemsha School), Library, Comfort Station in Menemsha, Town Hall, Fire Stations (2), EMS Headquarters and Community Center
- B. Maintains all HVAC systems and sump pump(s) in town buildings. Responds to off hour calls for no heat in Town buildings
- C. Regularly inspects back-up generators and contact switches for Town buildings, ensure sufficient fuel available for emergencies in fuel tanks. Reports status to Emergency Manager and Town Administrator
- D. Advises Town Administrator about all required special maintenance, repairs, and long term maintenance needs. Prepares and maintains a five year plan and a 20 year plan for town buildings upkeep. Submits potential warrant article requests to Town Administrator
- E. Prepares and monitors annual budgets for all maintenance, repairs, fuels, electrical power, trash removal, recycling, custodial and facility supplies for Town Buildings
- F. Maintains custodial supply inventory for town buildings, including with approved cleaning products as required
- G. Snow removal and de-icing steps and walkways of all Town buildings as needed and as requested by town departments, in coordination with the Highway Department. Operation and Maintenance of snow blower. Inspection and maintenance of rubber and metals roofs, including ice control
- H. Keeps entry ways and green spaces at town buildings safe, and clear of debris/litter
- I. Manages an integrated pest management plan for town buildings. Removes rodents/animals as needed. Removes bird remains in Old Menemsha School Bell Tower
- J. Outside cleaning, including gutters, painting, shingling, and carpentry maintenance (larger projects may be contracted)
- K. Annual window washing of town buildings
- L. Annual, and as needed, carpet cleaning in town buildings

- M. Assists other departments by setting up for special town events: i.e. Elections, town meetings, public hearings, and board/committee/commission meetings
- N. Maintenance and upkeep of lighting in, on, and appurtenant to town buildings. Dispose of all lights containing mercury in a safe approved manner
- O. Prepares Chilmark Community Center for emergency shelter/warming center use in consultation with, or at request of, Emergency Manager
- P. Drafts scope of work statements for the solicitation of services to town buildings in consultation with the Chief Procurement Officer/Town Administrator and in compliance with state procurement laws. Solicits quotes for services and supplies for town buildings. Places orders through the Town Hall
- Q. Coordination of contractors for town buildings and systems repairs & replacement
- R. Responsible for Refuse and Recycling for all town buildings and facilities, including beaches and harbor, in coordination with department heads and the MVRD&RRD
- S. Attendance at quarterly Select Board meetings, and as needed attendance at CCC Advisory Committee, FINCOM, BOH, and other board/committee meetings. Participation in weekly staff meetings
- T. Responsible for the winter rental and public use program of the Chilmark Community Center, in coordination with the school principal and town hall regarding scheduling

The essential functions or duties listed 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, or a logical assignment to the position or required by MGL.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark; and shall be carried out with respect and confidentiality for the parties involved.

Educate self in Massachusetts General Laws as noted and other sources as they pertain to the Town's practices and procedures; reviews changes in requirements. Participates in continuing education through classes, conferences, and certification as approved or requested by the Town Administrator.

V. Supervisory Responsibilities

- A. Supervises staff and contract custodial staff
- B. Supervises contractors on town buildings/facilities

VI. Required Knowledge, Skills & Abilities

- A. Ability to pass an occupational physical by a physician
- B. Ability to work with minimal supervision
- C. Ability to read and write in English

- D. Extensive knowledge of janitorial housekeeping functions and proper use of all products. Use of “green” options when suitable
- E. Ability to pass CORI and SORI checks according to Chilmark policy
- F. MA driver's license or ability to obtain one with a month
- G. At least five year janitorial or similar maintenance job experience
- H. Ability and skill to safely use power tools for maintenance and repair
- I. Ability to communicate effectively with all Town employees, volunteers, contractors and the general public
- J. Basic carpentry, plumbing, and electrical skills
- K. Ability to move and lift up to 100 pounds
- L. Ability to work in confined spaces
- M. Perform work such as carpentry, plumbing, painting and landscaping duties
- N. Ability to safely work on ladders and scaffolding of varying heights
- O. Knowledge and use of safety equipment when required
- P. Ability to prioritize, schedule and complete work in a prompt and efficient manner
- Q. Basic HVAC systems understanding
- R. OSHA training

VII. Position Grade Level and Time Requirements:

Grade 10 40 Hrs/wk Salaried Exempt On-Call for emergencies

Town Facilities

- Town Hall
- Library
- Police Station
- Harbor Office
- Local Drop Off (LDO) Office
- Highway Garage
- Shuttle lot (bus stop, parking lot, signage & lighting)
- Comfort Station
- Cemetery Shed
- North Road Fire Station
- Cross Road Fire Station
- Tri Town Ambulance HQ
- Menemsha Bulkhead Town Owned Fish Shacks – as requested by the Park & Recreation Committee and authorized by the Select Board.