 **Town of Rowe**

*Job Description – Facilities Manager*

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| **Position Title:** | Facilities Manager | **Grade Level:** | **H** |
| **Department:** | Maintenance | **Step:** | **To be determined** |
| **Reports To:**  | Town Administrator | **Date:** | 5-11-2023 |

**JOB DESCRIPTION**

**Summary**

The Facilities Manager reviews the maintenance needs of the town-owned buildings including Town Hall, Library, Safety Complex, Broadband Hut and Highway Department. Whenever possible, maintain directly, repair or develop fiscally responsible approaches to their solutions. This would include working within town budget guidelines and/or seeking grants or other cost saving approaches.

Part-time position – 8 hours/week flexible hours

**Supervision**

The Facilities Manager is appointed by the Board of Selectmen; reports to and is supervised by the Town Administrator.

**Essential Duties and Responsibilities**

This position requires up to xx (xx) hours per week at a rate of pay to be established by the Selectmen. All duties are to be performed as needed to maintain the town facilities to properly function.

1. Review facilities and develop a maintenance plan for all town facilities which will assess the condition of electrical, air conditioning, heating, plumbing, and general condition. Create a project list for each facility and prioritize.
2. Create a schedule of regular evaluation/inspections of facilities.
3. Monitor all systems to detect problems as early as possible.
4. Participate in the preparation of a budget for facility maintenance/upgrades.
5. Routinely work with department heads to identify long-term maintenance needs on their respective buildings (Town Hall, DPW Garage and associated outbuildings, Safety Complex Building, Library and Broadband Hut.
6. Routinely check buildings to ensure that utility systems are operating appropriately and efficiently. Systems include: electrical, heating, cooling, water distribution, and septic/waste disposal systems. Particular attention to be paid to energy use and recycling opportunities.
7. Responsible for small maintenance projects that do not require a technical specialist/licensed contractor (the manager is not responsible for daily cleaning responsibilities).
8. Maintain a maintenance log and keep records of all utility systems, their periodic servicing and other building repairs and upgrades.
9. Report periodically to the BOS (quarterly?)
10. Investigate available grants and cost-sharing programs that will offset the costs identified in the maintenance plan.

**Recommended Minimum Qualifications**:

1. High School education (or equivalency)
2. Valid Massachusetts driver’s license
3. Basic computer skill necessary to develop plans, records and maintenance logs as well as complete grant proposals.

**Knowledge, Ability, Skill**

**Physical Requirements**

Ability as needed to: lift forty (40) pounds; climb stairs and ladders, bend at waist, kneel, reach overhead

**Tools and Equipment Used**

Provide own tools where necessary.

*This position 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 for the job change.*