



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Facilities & Equipment Supervisor
UNION: BPMA
LOCATION: Various Town Buildings
DATE AVAILABLE: ASAP
SALARY: M20 - \$77,802.92 - \$92,725.59

QUALIFICATIONS:

Associates degree in a mechanical or building trades related field plus five (5) years experience with public works equipment and/or maintenance programs, including three (3) years of supervisory experience; or any equivalent combination of education and experience. Must possess Class B driver's license.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: September 24, 2013 - until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or e-mail to kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

GRADE: M20
UNION: BPMA
Approved by BPMA 6/26/08

FACILITIES AND EQUIPMENT SUPERVISOR

NATURE OF WORK:

Supervisory and administrative responsibilities directing the operations of the Facilities and Equipment Division of the Department of Public Works; all other related duties as required.

SUPERVISION:

Works under the general direction of the Director of Public Works. Supervises directly the Mechanics, Repair people and Custodians.

JOB ENVIRONMENT:

Some work is performed outdoors, with some exposure to adverse weather conditions, loud noise and hazards associated with heavy equipment and construction sites; some work is performed in the office. The workload is subject to building emergency demands and weather-related fluctuations.

Moderate to strenuous physical effort required in overseeing and directing the responsibilities of the division. Work may be performed under varied weather conditions.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below 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. Duties are not necessarily in order of importance or frequency of performance.)

- Maintains the structural integrity of town buildings by ensuring that buildings are repaired and maintained in an appropriate manner; coordinates the work of maintenance and custodial personnel and ensures that work is assigned and completed.
- Supervises the Town's labor group within the Facilities and Equipment Division in the maintenance of equipment and buildings.

- Requires considerable judgment in planning, inspecting the projects and determining the costs associated with scheduling of the projects.
- Oversees and coordinates the work of private contractors employed by the town to perform maintenance work; inspects work of contractors.
- Schedules preventive maintenance on vehicles and equipment; schedules and prioritizes work; assigns work to personnel; ensures that licenses of repair personnel are current.
- Supervises and participates in repair and preventive maintenance work; responds to emergencies and breakdowns, or other mechanical problems; conducts safety inspections of vehicles and issues stickers.
- Recommends a capital and replacement plan to the Director of Public Works.
- Ensures Town facilities are in good condition; manages a maintenance and repair schedule.
- Recommends divisional budget amounts to Director of Public Works including estimating costs of projects, purchases of supplies, materials and equipment as required.
- Makes frequent contact with contractors, department and division heads, and Town employees.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Knowledge of use and maintenance of heavy automotive equipment. Knowledge of preventative maintenance practices. Knowledge of building trades.

Skills: Organization and Supervisory skills required. Skill in equipment and building maintenance

Ability: Ability to plan, assign and supervise projects related to facilities and equipment maintenance activities.

REQUIRED QUALIFICATIONS:

Associates degree in a mechanical or building trades related field plus five (5) years experience with public works equipment and/or maintenance programs, including three (3) years of supervisory experience; or any equivalent combination of education and experience. Must possess Class B driver's license.

PHYSICAL REQUIRMENTS

Moderate to strenuous physical effort is required. Frequently required to stand, walk, speak and hear. Occasionally required to lift or move objects weighing more than 60 pounds. Vision requirements include the ability to conduct visual inspections of facilities, read documents and plans, operate a motor vehicle, use a computer, and use tools and equipment.