

JOB TITLE: Building Maintenance Specialist

STATUS: Part time

REPORTING RELATIONSHIP: Works under the general direction of the Town Administrator

JOB SUMMARY: Modifies and maintains all town infrastructure (buildings and equipment); performs work in accordance with all quality standards, safety regulations and procedures to ensure the efficient operation and upkeep of property within the town of Atkinson.

MAJOR DUTIES:

- Diagnoses and corrects building maintenance problems using knowledge of a wide variety of building trades skills, including electrical, plumbing, carpentry, HVAC. Maintenance and repair of plumbing, lighting, kitchen equipment, and Town Buildings; replaces broken windows; repairs doors, door locks and closets; installs window blinds; repairs plaster and drywall; performs electrical repairs such as replacing switches and wiring; repairs faucets; paints building interiors and exteriors: repairs furniture, cement, and other materials.
- Ensures all maintenance and repairs are completed on a timely, cost effective basis and according to specifications.
- Orders necessary materials and tools for repairing equipment and keeps within budgetary guidelines.
- Responsible for administering and documenting equipment preventative maintenance and Town Buildings preventative maintenance. Maintains an ongoing preventative maintenance program
- Follows Town-wide policies and procedures
- Ensures town buildings are in compliance with all federal, state and local laws, including OSHA, EEOC, ADA and Health laws.
- Ensures fire and safety inspections are completed and discrepancies are corrected.
- Responds to emergency maintenance requests as required.
- Obtain estimates for projects, supplies, repair parts; orders parts as needed.
- Oversees construction and repair projects for town facilities.
- Documents status of facility repair and construction projects and reports status to Town Administrator.
- Purchases supplies and equipment; monitors expenditures and assists with budget development.
- A significant portion of time will be spent moving about the Town and Town owned buildings.
- Performs related duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

KNOWLEDGE OF:

- Town policies and procedures.
- Methods, practices and techniques used in the building trades.
- Tools and equipment used in facilities maintenance.
- Local building codes and regulations, and Town Policies and guidelines.

SKILLS:

- Performing a full range of skilled and semi-skilled facilities maintenance work.
- Repairing and maintaining municipal facilities, components and systems.
- Using and operating hand tools, equipment and power tools in a safe and efficient manner.
- Identifying maintenance needs and taking corrective actions.
- Working independently and using initiative within established procedural guidelines.
- Reading and interpreting sketches, drawings, diagrams, schematics and blueprints.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relations with co-workers and the public.
- Communicating effectively verbally and in writing.
- General computer skills

PHYSICAL DEMANDS:

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items.

WORK ENVIRONMENT:

The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with irritant chemicals; etc.); may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

MINIMUM QUALIFICATIONS:

Education/Experience: High School diploma or equivalent. Two years college/vocational training in electrical or mechanical engineering or plumbing plus some years in direct work experience,

is preferred. Special consideration will be given to those who exhibit exemplary performance. Must be able to work cooperatively with the Highway department and Care of Grounds.