

TOWN Facility Technician

Position specifications are intended to present a descriptive list of the range of duties to be performed. Specifications are not intended to reflect all duties performed within the position. The 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.

The following position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the town and requirements of the position change

Summary

To perform a full range of custodial duties related to the care maintenance of assigned buildings and facilities.

Essential Duties and Responsibilities

Perform minor maintenance duties on various buildings, including carpentry, plumbing, painting, and electrical duties in conformance with town policies. Replaces light bulbs and performs minor repairs to furniture, buildings, and equipment. Perform minor repairs in the building; may paint assigned areas. Take bags of trash and recyclables that are collected by housekeeping to Transfer Station. Perform routine inspections on all lights and electrical outlets to maintain working order. Check buildings for leaks and report issues to the Selectboard. Monitor maintenance work done on furnaces and generators.

Assist set up and take down equipment for Town Meetings; assist set up of sound system, fans, tables, etc.

Generally, prepare Town Office and Town Hall for winter: remove window AC units, installs "windsets" and storm windows, places sand/salt buckets by door. Helps clear snow from front entrances and prepare paths with sand/salt. Removes winter equipment in Spring.

Maintain logs on maintenance work performed and equipment used.

Minimum Required Qualifications

Education/Training/Experience

Completion of formal or informal education at a level which provides the ability to read and write at a level necessary for successful job performance.

Knowledge/Skill/Abilities

Knowledge of related custodial methods and techniques; basic principles and procedures of building maintenance; tools, material and equipment needed to perform custodial functions; safe work practices; basic record keeping methods. Some custodial experience is preferred.

Work Environment

The essential functions of this position are performed under some unpleasant conditions with exposure to dust and dirt. Incumbent is on call 24 hours a day to respond to emergencies.

ADA Special Requirements

The abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Ability

Essential and marginal functions may require maintaining a physical condition necessary for standing, walking, lifting, and bending for prolonged periods of time; moderate to heavy lifting with exposure to varied weather conditions. Lifting, moving, and/or pushing of items up to 75 lbs. may be required.

Environmental Factors

Essential functions are regularly performed with exposure to adverse environmental conditions.

Affirmative Action/Equal Employment Opportunity

The Town of Petersham is an Equal Employment Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.