



TOWN OF MILFORD
DEPARTMENT OF PUBLIC WORKS
IMMEDIATE OPENING FOR
FACILITIES FOREMAN

The Milford Department of Public Works is seeking a qualified individual to fill the position of **Facilities Foreman (Grade 18)** within our Public Works Department.

This position is a full-time, non-exempt, 40 hours/week position, reporting directly to the Director of Public Works. Hours, generally, 7:00 – 3:30 Monday-Friday.

The **Facilities Foreman** is responsible for the management, care, maintenance and upkeep of all Town buildings and facilities which includes the pool and all ancillary facilities and structures. This position directs outside vendors and contractors for maintenance and repair issues beyond routine maintenance. Performs maintenance and repair work on air handlers, HVAC, boiler equipment, security system(s), emergency generator(s), etc. Responsible for the appearance and cleanliness of all Town facilities as well as outside maintenance. Ability to perform routine and minor carpentry and repair of utilities for facilities within licensing ability required. Responsible for the supervision of employees assigned to the department. Possession of a valid NH driver's license required.

Strong candidates must have the ability to conduct themselves in a professional manner, along with the demonstration of solid moral characteristics of being a conscientious, honest, energetic and dependable employee while maintaining a safe workplace. The position requires independent and competent judgment in the operation of equipment and completion of assigned tasks. Candidate must be a self-starter and be able to understand and follow oral and written directives, as well as the ability to effectively and accurately communicate both orally and in writing.

A successful applicant must possess a minimum of a valid NH Driver License. Trade license(s) preferred but not required. High School diploma or equivalent required, plus a minimum of 3-5 years of progressive responsible experience in buildings maintenance. Any combination of education and experience which demonstrates possession of the required knowledge, skill and ability considered. Pay commensurate with experience. Starting wage generally not to exceed \$27.00 - \$31.00/hour.

Completion of a Town of Milford application is required. Applications can be obtained via the [Town of Milford](#) - website or in person at the following locations:

Town of Milford Department of Public Works 289 South Street Milford NH 03055	OR	Town of Milford Human Resources 1 Union Square Milford NH 03055
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Applicants may also apply via the on-line portal at <https://milfordnh.applicantpro.com>

Excellent Town Benefits to include: NH Retirement System participation; 2 weeks vacation per year, 3 personal days, 12 holidays (pro-rated); health and dental insurance and more.

We will be accepting applications until the position is filled. Interviews will be on-going.
Initial close date 3/29/2024

The Town of Milford is an Equal Opportunity Employer