TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: **General Foreman/Facilities**

CLASSIFICATION: **Non-Exempt – Labor Grade** **Grade Level 17**

Job Description: Responsible for the overall operation, maintenance and care of all municipal facilities

Accountability: Reports directly to the Director of Public Works.

Equipment Used: Motor vehicles**,** small manual and power tools, some specialized tools, vacuum cleaner, carpet cleaning equipment, hand tools, computers, telephones.

Environment: **Inside:** 40 % **Outside:** 40 % **Office:** 20 %

Duties and Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

1. Supervises and reports on the day-to-day operations and functions of the facilities to include planning, scheduling, and future programming needs.
2. Supervises personnel and recommends hires for the operation and maintenance of the facilities. Evaluates work performance of subordinates and recommends changes in staffing as appropriate as well as disciplinary action.
3. Maintains and/or creates detailed records and prepares simple work reports on Fire/Security Alarm testing and mechanical preventative maintenance programs to ensure regulatory compliance.
4. Plans and schedules for maintenance of facilities, pool, ancillary facilities and structures. Directs outside vendors and contractors for maintenance and repair issues beyond routine maintenance.
5. Assists in the preparation of the annual budget for the operations and maintenance activities of the facilities as well as meeting the requirements of applicable regulating agencies and orders necessary supplies and equipment within assigned budget appropriations.
6. Performs maintenance and repair work on air handlers, HVAC, boiler equipment, security system(s) and emergency generator.
7. Maintains appearance and cleanliness of facilities' components to include, but not limited to, flooring, walls, doors, windows, offices, meeting rooms, locker rooms, bathrooms etc.
8. Performs routine and minor carpentry and repair of utilities for facilities within licensing ability and consults with Code Enforcement Officer when necessary.
9. Participates in the planning and implementation of safety programs and uses chemicals and supplies according to department standards to ensure safety and efficiency.
10. Informs the Public Works Director of operational, safety, machinery and/or maintenance problems and recommends corrective action when necessary.
11. Performs outside maintenance of facility on an as needed basis such as landscape maintenance, snow/ice removal and treatment and trash pickup. Coordinates with other Public Works personnel for regular landscape maintenance and snow/ice removal and treatment.
12. Opens or closes facilities according to schedule and responds to after hour emergencies at facilities.
13. Provides proper care, inventory, and maintenance of equipment.
14. Coordinates with other DPW departments for manpower and/or equipment needs.
15. Performs other related duties as required.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently required
LIFT 11 to 25 lbs.:	Frequently required
LIFT 26 to 50 lbs.:	Rarely required (assistance may be available)
LIFT over 50 lbs.:	Rarely required (assistance may be available)
CARRY up to 10 lbs.:	Frequently required
CARRY 11 to 25 lbs.:	Occasionally required
CARRY 26 to 50 lbs.:	Rarely required (assistance may be available)
CARRY over 50 lbs.:	Rarely required (assistance may be available)
REACH above shoulder height:	Occasionally required
REACH at shoulder height:	Frequently required
REACH below shoulder height:	Frequently required
PUSH/PULL:	Occasionally required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Occasionally required
Bending:	Frequently required
Crawling:	Rarely required
Squatting:	Rarely required
Kneeling:	Rarely required
Crouching:	Occasionally required
Climbing:	Rarely required
Balancing:	Rarely required

WORK SURFACE(S)

Standard office desk and chair. Concrete and tile floors, asphalt and gravel surfaces.

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Occasionally required
Fingering:	Frequently required

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Work is performed inside and out of doors in an environment which includes exposure to physical elements or a

number of disagreeable working conditions.

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

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving information and instructions.

Sight: Necessary to do job effectively and correctly.

Tasting & Smelling: Smelling required to detect noxious fumes and odors.

Specific Vocational Preparation Requirement(s):

[ ] 1. Short demonstration only.
[ ] 2. Any beyond short demonstration up to and including 30 days.
[ ] 3. 30-90 days
[ ] 4. 91-180 days
[ ] 5. 181 days to 1 year.
[X] 6. 1 to 2 years
[ ] 7. 2 to 4 years
[ ] 8. 4 to 10 years
[ ] 9. Over 10 years

Licensure/Certification Requirements: Possession of valid NH driver's license. Trade licenses preferred but not required.

Other Training, Skills and Experience Requirements: Graduation from high school plus at least one to two years progressively responsible experience in building maintenance. Considerable knowledge of the methods, materials and equipment used in custodial work; working knowledge of at least two of the following trades; carpentry, plumbing, electrical, heating, air conditioning and painting. Ability to operate and service light power equipment. Working knowledge of computers and ability to use various programs, i.e., Word, Excel. Ability to read plans.

Summary of Occupational Exposures: Gasoline and diesel fumes, floor and bathroom cleaners; cleaning agents and solvents.

Other Considerations and Requirements:

1. Thorough knowledge of the tools and equipment used in the maintenance of building.
2. Ability to interact with a wide variety of people.
3. Considerable knowledge of basic good housekeeping practices in maintaining building cleanliness and good order.
4. Considerable knowledge of the proper uses and application techniques for cleaning products and equipment.
5. Knowledge of building maintenance functions and their associated work procedures and methods.
6. Ability to plan, oversee, and inspect diverse work projects.
7. Ability to operate equipment used in maintenance.
8. Ability to understand and follow oral and written instructions.
9. Ability to communicate effectively both verbally and in writing.

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