

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	<u>FACILITIES FOREMAN</u>	GRADE LEVEL:	18
CLASSIFICATION:	Non-Exempt, Full-time	DEPT:	DPW
CREATED:	3/12/2024	REV:	

Job Description:	Responsible for the overall operation, maintenance and care of all municipal facilities
Accountability:	Reports directly to the Director of Public Works, or designee.
Equipment Used:	Motor vehicles, small manual and power tools, some specialized tools, vacuum cleaner, carpet cleaning equipment, hand tools, computers, telephones, snow blowers, etc.
Environment:	Inside: <u>40</u> % Outside: <u>40</u> % Office: <u>20</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p> <ol style="list-style-type: none"> 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 building, 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. DDC control systems knowledge beneficial. 7. Maintains appearance and cleanliness of facilities' components on a daily basis 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. 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. Works with IT to maintain fob security system and keys

- 16. Coordinate inspections (elevator, Life Safety Sprinkler, American Security Fire Alarm, etc.) dependent on department needs.
- 17. Assists with the set up and tear down for functions within Town facilities as needed.
- 18. May be required to work evenings and/or weekends on occasion.
- 19. Performs other related duties as required

Physical Activity Requirements:

(F) Frequently, (O) Occasionally, (S) Seldom, (R) Rarely or (NR) Not Required

PRIMARY PHYSICAL REQUIREMENTS						
Task	Weight	F	O	S	R	NR
Lift:	Up to 10 lbs	X				
	11 to 25 lbs	X				
	26 to 50 lbs		X			
	Over 50 lbs			X		
Carry:	Up to 10 lbs	X				
	11 to 25 lbs		X			
	26 to 50 lbs			X		
	Over 50 lbs			X		
Reach:	Above shoulder height		X			
	At shoulder height	X				
	Below shoulder height	X				
	Push/Pull	X				

OTHER PHYSICAL CONSIDERATIONS					
Task	F	O	S	R	NR
Twisting:		X			
Bending:	X				
Crawling:			X		
Squatting:			X		
Kneeling:			X		
Crouching:		X			
Climbing:			X		
Balancing:			X		
HAND MANIPULATION					
Grasping:	X				
Handling:	X				
Torquing:		X			
Fingering:	X				

WORK SURFACES:	Standard office desk and chair. Concrete and tile floors, Asphalt and gravel surfaces, uneven terrain, snow / ice, stairs, aluminum grating, steel catwalks, etc.								
	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.								
CONTROLS AND EQUIPMENT:	Required. Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions. The physical demands of the duties described 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 an individual(s) with disabilities to perform the essential functions of the position.								
DURING AN 8-HOUR DAY EMPLOYEE IS REQUIRED TO:		Consecutive Hours			Total Hours				
	Sit	1	2	3	4	5	6	7	8
	Stand	1	2	3	4	5	6	7	8
	Walk	1	2	3	4	5	6	7	8

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to perform job effectively.
Tasting & Smelling:	Necessary for detecting fumes and gases.

Specific Vocational Preparation Requirement(s):

	Short demonstration only	Any "beyond short" demonstration up to and including 30 days.	30-90 days
	91-180 days	181 days to 1 year	1 to 2 years
	2 to 4 years	X 3 to 5 years	5-10 years Over 10 years
Required:	<ul style="list-style-type: none"> — Graduation from high school or GED required. — Possession of valid NH driver's license. — Ability to respond to an emergency situation(s). — Requires independent and competent judgment in the operation of equipment. — Thorough knowledge of the tools and equipment used in the maintenance of building. — Weekends may be required. 		
Experience	<ul style="list-style-type: none"> — HVAC experience preferred — At least three to five 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. 		
Supervisory experience:	<ul style="list-style-type: none"> — 2-4 years supervisory experience 		
Licensure/ Certification Requirements:	<ul style="list-style-type: none"> — NH Driver License required. 		
Other Training, and/or related Skills	<ul style="list-style-type: none"> — Basic computer skills. — Trade licenses preferred but not required. — Considerable knowledge of basic good housekeeping practices in maintaining building cleanliness and good order. — Considerable knowledge of the proper uses and application techniques for cleaning products and equipment. — Knowledge of building maintenance functions and their associated work procedures and methods. — Reliable attendance and performance. — Must be dependable. — Must be able to work independently while still being a team worker. — Must be willing to learn new processes or equipment. 		

Summary of Occupational Exposures:

<p>Summary of Occupational Exposures:</p> <p>May be exposed to fuels, lubricants, fluids, fertilizers, herbicides and pesticides, long periods of sunlight, poisonous plants, insects, and bees. Gasoline & diesel fumes, floor and bathroom cleaners, cleaning agents and solvents.</p>

Other Considerations and Requirements:

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1. This is a working supervisor position.
2. Ability to interact with a wide variety of people.
3. Ability to communicate effectively both verbally and in writing.
4. Ability to understand and follow oral and written instructions.
5. Ability to plan, oversee, and inspect diverse work projects.
6. Ability to operate equipment used in maintenance.
7. Work may be reviewed to assure that desired results are obtained and the appropriate care and safety is exercised in equipment operations.
8. Ensure compliance with town's safety policies and executes safe work procedures associated with assigned work.
9. Scope of work requires the use of personal protective equipment; gloves, safety glasses, masks, etc.
10. Maintain good working relationships with all town departments.
11. Requires that the employee treat the citizens of the Town and members of the staff with respect and courtesy.
12. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
13. 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.
14. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	3.12.24
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