



# **TOWN OF BARRINGTON**

## **NEW HAMPSHIRE**

Office of Human Resources

### **Working Facilities Manager Job Description**

#### **Job Summary**

Responsible for planning, coordinating, and implementing a variety of facility maintenance (including preventative), custodial maintenance, and repair tasks to Town facilities and equipment. Supervises building mechanics and custodial staff and oversees activities of outside facilities contractors. May need to respond to on-demand calls for service. Perform skilled work constructing and maintaining (including winter maintenance) the Town's transportation infrastructure with various pieces of equipment. Manual labor in support of construction and maintenance tasks.

#### **Supervision Received**

Town Administrator  
Road Agent

#### **Supervision Exercised**

Custodial Staff  
Contractors

#### **Examples of Duties and Responsibilities**

- Ensure proper facilities management of Town buildings; including (but not limited to) the Town Hall, the Public Safety Building, the Recreation/Library Building, the Highway Garages, and the Transfer Station Buildings.
- Prepare and manage the Town General Government Buildings budget with the supervision of the Town Administrator.
- Establish and administer schedules and procedures for the regular, ongoing custodial and maintenance care of all buildings.
- Supervise the work of Town custodians and outside custodial services contractors.
- Examine all buildings on a regular basis for needed repairs and maintenance; consult with Town department heads and building principals regarding a program of preventive maintenance for all buildings.
- Establish and recommend priorities on repair/replacement projects and writes contracts.
- Establish an on-going ten-year capital plan.
- Responsible for planning of ADA compliance for all buildings.
- Coordinate the ordering of requested materials, equipment and supplies as needed and for inventory needs following the Town's purchasing policy.
- Provide advice on the hiring of contractors, architects, and engineers; assign work orders.
- Develops and maintains a thorough knowledge of operation and maintenance of all Town mechanical systems.
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety; maintains records as required by the state.
- Maintains a positive relationship with staff and citizens at all times and strives constantly to promote the safety, health and comfort of employees and community members.



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- Available to operate Town equipment during road construction and maintenance activities (including winter maintenance).
- Available for emergency response to weather events and facility emergencies.
- Perform manual labor in support of construction and maintenance activities.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

#### **Knowledge, Skills, and Abilities**

- Minimum 5 years' experience with progressive responsibility in facility maintenance with an emphasis on the maintenance of HVAC, electrical, or plumbing systems or a combination of experience, training and education, which will be evaluated on an individual basis for comparability.
- Maintains effective working relationships with other employees and the public.
- Effective communication.
- Be dependable, reliable, and timely.
- Must maintain the confidentiality of Town, employee, and departmental information.
- Ability to define project scope, produce an itemized estimate, quote contracted services, and present to the Town Administrator showing how the project fits into the overall maintenance strategy and departmental budget.
- Be able to lift up to 50 lbs., to handle materials efficiently, and to move quickly if needed.
- Have a valid Class B or higher Commercial Driver's License or ability to acquire within 90 days of hire.
- Experience operating equipment preferred.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

#### **Working Conditions and Physical Demands**

Moderate physical effort generally required in performing Working Facilities Manager duties. Position requires the ability to operate various facility equipment. Regularly required to lift items weighing up to 50 pounds. The employee is frequently required to use hands to touch, handle or feel facility equipment and to reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Frequently required.	Crawling: Frequently required.
Lift over 50 lbs.: Occasionally required.	Squatting: Frequently required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Frequently required
Carry 11 to 25 lbs.: Frequently required.	Crouching: Frequently required.
Carry 26 to 50 lbs.: Frequently required.	Climbing: Frequently required.
Carry over 50 lbs.: Occasionally required.	Balancing: Occasionally required.
Reach above shoulder height: Frequently required.	<b>Work Surface(s)</b>
Reach at shoulder height: Frequently required.	Indoor and outdoor surfaces including uneven surfaces and surfaces in inclement weather.
Reach below shoulder height: Frequently required.	
Push/Pull: Frequently required	
<b>Hand Manipulation</b>	
Grasping: Frequently required.	<b>During an 8 Hour Day Employee is Required to:</b>
Handling: Frequently required.	<b>Consecutive Hours      Total Hours</b>
Torqueing: Occasionally required	Sit: approximately 2      Up to 10+
Touching: Frequently required.	Stand: approximately 4      Up to 10+
	Walk: approximately 4      Up to 10+