

FACILITIES COORDINATOR

TOWN OF SHIRLEY

Position Purpose:

The purpose of this position Facilities Manager is to perform a variety of routine, unskilled and semi-skilled housekeeping work and light maintenance while maintaining the premises of various Town buildings in a clean and orderly fashion. Work often requires heavy physical exertion and may be performed in adverse weather conditions.

Supervision:

Supervision Received: Works under the general direction of the DPW Fore man.

Supervision Given: May on occasion give direction to custodian.

Job Environment:

Work is performed at multiple town owned buildings. Work is conducted under varying conditions with exposure to some occupational risks, and requires local travel.

Makes frequent contacts with other town employees, vendors, outside police and public safety departments, contract companies, and utility companies. Contacts are in person, in writing, and by telephone and involve an information exchange dialogue.

Essential Functions:

(The essential functions or 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.)

- Sweeps and Polished Floors
- Trash Bag Delivery to (M&M, RoUx, Lamberts, DPW), possible collection of funds
- Washes walls, ceilings and woodwork. Washes windows, door panels and sills.
- Install and replace damaged ceilings, wall, floor and carpet.
- Moves and sets up furniture, tables, chairs, etc as needed assigned.
- Coordinate regular, scheduled, emergency and preventative maintenance, for plumbing, electrical, fire suppressant, boilers and generators.
- Performs minor semi-skilled interior building maintenance and repairs such as painting, carpentry and other unskilled and semi-skilled trades work. Climb ladders
- Performing minor plumbing skills such as unclogging toilets or drains.
- Works with vendors to establish professional relationships.

- Works with HVAC vendor, when and if problems arise.
- Inspects and maintains custodial equipment and small tools for proper operating and condition.
- Opens & closes locks and unlocks facilities.
- Keeps records of work completed.
- Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
- Assist in maintenance of grounds. Weeds landscapes beds and picks up leaves.
- Shovels/sand snow.
- Ability to drive a lawn mower, use small tools such as hedge trimmer, clean gutters or any other task the DPW Foreman assigns.

Recommended Minimum Qualifications:

Education and Experience:

High School Diploma; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of proper use of equipment, materials and supplies used in custodial, construction and maintenance work. Some knowledge of methods and techniques used to do minor repairs.

Ability: Ability to lift heavy objects, walk and stand for long periods of time and perform moderate to heavy physical labor and sometimes under adverse field conditions. Ability is to use equipment and tools properly and safely. Ability to work independently and to complete daily activities according to work schedule.

Skill: Ability to communicate orally and in writing. Ability to understand, follow and transmit written and oral instructions. Ability to establish effective working relationships with employees, supervisors and the public.

Physical Requirements:

The physical demands 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. Lifts/moves objects weighing up to 50 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

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