



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#15-121
June 10, 2015**

**NOTICE OF VACANCY
June 10, 2015**

POSITION: Building Maintenance Worker

DEPARTMENT: Facilities Management

SALARY: M-4 \$45,948.00

HOURS: Monday – Friday 8:30 am – 5:00 pm

Statement of Duties: Employee is responsible for all maintenance operations at or within all Town Owned Buildings. Duties may include assistance to maintenance staff to meet departmental goals. This position is responsible for the full range of rough and finished skilled carpentry work, including cabinetry. Incumbents work from blueprints, specifications, drawings and instructions to design, build, remodel, retrofit, maintain various types of facilities and structures; inspect completed work for conformance with specifications, requirements and compliance with applicable building and safety codes and regulations.

Supervision Required: Employee works under the general supervision of the Director of Capital Projects & Facilities Management. Employee is familiar with the work routine and carries out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not responsible for regular supervision of employees.

Confidentiality: In accordance with public records law, employee does not have access to confidential information of the department.

Accountability: Consequences of errors or poor judgment may include labor/material costs, personal injury, adverse public relations, and endanger public health/safety.

Judgment: Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Complexity: The work consists of simple, routine or repetitive tasks and/or operations with few variations in well known or established procedures.

Work Environment: Working conditions involve standing for extended periods of time and occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes work under typical shop conditions or outdoor work, which is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time.

Nature and Purpose of Relationships: Relationships are primarily with co-workers incidental to the purpose of the work involving giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on a daily basis.

Occupational Risk: Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, fire, severe muscular strains from working with heavy materials and/or cleaning equipment, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Performs a variety of preventive maintenance routines on equipment, building components, and facilities.
2. Performs periodic and routine walk through inspections of assigned facilities, identifies work requirements, submit requirements to service calls and performs work assigned.
3. Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors and controls inventory of equipment and tools.
4. May operate a computer which controls and monitors mechanical equipment and utility systems.
5. Prepares for painting. Paints & seals building surfaces and equipment.
6. Use specialized equipment such as blowers and mowers to perform cleaning duties.
7. Assist with construction or remodeling projects.
8. Move furniture and equipment upon instruction.
9. Ensure that grounds are free of leaves or trash.
10. Maintain the overall condition of the building and grounds.

11. Remove signs of graffiti from walls and windows.
12. Clean debris and dust from assigned areas.
13. May be required to be on call to perform outside custodial duties such as snow removal and to work event functions as required.
14. Must be able to work such shifts and schedules as required and under varying weather conditions.
15. Operates snowplow and sanding/salting truck to remove ice and snow from roads, which require early morning starts, extended hours, and weekend duty including holidays.
16. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns
17. Ability to effectively present information and respond to questions, inquires, and/or complaints.
18. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
19. Ability to use independent judgment and demonstrates initiative to act without being asked.
20. Assists maintenance staff, when required to meet department's goals and objectives.
21. Works with various department members to complete projects in office areas.
22. Prepares voting areas for elections, including delivery and set up of equipment.
23. Informs Director of safety hazards and potential projects within town properties.
24. Participates in meetings, workshops, training, and seminars, as assigned for the purpose of conveying and/or gathering information required to perform job functions.

Recommended Minimum Qualifications:

Education and Experience: Requires a minimum of vocational/technical training beyond traditional high school, or equivalent knowledge that is normally gained through 5 to 7 years of work experience in the construction field. Construction Supervisors License in the State of Massachusetts Preferred. OSHA 10 Certification Preferred.

Special Requirements: Ability to work in a high security 24 hour environment and must clear all prescreening qualifications and background checks. Must be able to perform physical activities such as, but not limited to, lifting equipment (up to 50lbs), bending, and standing, climbing or walking. Must be able to safely use ladders, scaffolding, manual tools and power equipment common in the construction trades. A candidate for this position is required to have a valid Class D Motor Vehicle Operator's license.

Knowledge, Abilities and Skill

Knowledge of:

- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Equipment and tools used in maintenance and repair functions.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Abilities:

- Understand and follow instructions and communicate effectively, as required.
- Safely and correctly apply building and equipment maintenance and repair techniques and operate tools and equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Establish and maintain effective working relationships with employees and officials, representatives of outside agencies, and the general public.

Skills:

- Carpentry, painting, plastering and masonry repairs.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Both verbal and written communication.

Physical and Mental 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 position's essential functions.

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, driving a car, using power tools or climbing a ladder.

Visual Skills: : Visual demands require the employee to constantly read documents for general understanding and analytical purposes; constantly review non-written materials such as instrumentation for analytical purposes and to be able to routinely determine differences in colors.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.