



**SELECTMEN'S OFFICE
TOWN OF GILMANTON**
PO Box 550, Gilmanton, NH 03237

JOB TITLE: Facility Coordinator

DEPARTMENT: Administration- Selectmen's Office

EMPLOYMENT STATUS: Part Time- 30 hours per week

EXEMPT STATUS:

LABOR GRADE:

SUMMARY OF JOB PURPOSE: Coordinates all aspects of Building/Facilities operations including interior and exterior maintenance, repairs, and renovations by town employees and outside contractors and performs semi-skilled maintenance tasks in the repair, maintenance, and upkeep of town facilities including light carpentry and painting.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Town Administrator.

JOB DUTIES:

- Create and maintains all warranties and manuals regarding equipment.
- Coordinates proper snow removal of all walkways, entrances, and doorways between the sub-contractor and Highway Department.
- Coordinates groundskeeping and maintenance with other departments and contractors.
- Determine maintenance needs of the Town's facilities.
- Develop and maintain a maintenance file for each Town facility.
- Develop and implement a preventative maintenance program.
- Develop a strategy for the maintenance of individual facilities and collectively for all facilities.
- Establish and manage pest control programs for each building.
- Implementation of schedules and systems for regular maintenance and upkeep of buildings and grounds.
- Keep accurate records of work performed by staff, volunteers, vendors, and contractors.
- Meeting attendance, creating formal reports, sharing program results, and discussing objectives for the facilities on a monthly basis is required.
- Order supplies, materials, and equipment in accordance with Town protocols.
- Performs painting, light carpentry, and building maintenance tasks.
- Prioritize work, inspects work in progress, check for completeness and accuracy, and finalized all projects with a summary report.
- Responds to off-hour critical calls to resolve facility issues for all alarm services or building emergencies, an emergency contact phone is provided.
- Solicits, coordinate, and oversee the work of vendors, suppliers, and contractors, including obtaining estimates, bid document preparation
- Work with Town Administrator and Department Heads for each facility to assess and prioritize a working list of essential repairs, improvements, and preventative maintenance needed in the Town facilities.
- Other duties assigned by the Town Administrator.

TOWN FACILITIES:

- Town Offices at the Gilmanton Academy Building
- Safety Complex
- Iron Works Fire Department
- Old Town Hall
- Transfer Station/Recycling Center
- Highway Garage and Shed

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled and effective communicator
- Experience working with vendors, suppliers, and service providers
- The position requires working knowledge in engineering, painting, carpentry, electrical wiring, plumbing, and vehicle maintenance and machinery operations.
- Proficient in safety and proper use of power equipment, tools, heavy and light machinery, and building materials.
- Previous experience supervising sub-contractors.
- Solid skills in basic maintenance.
- Strategic planning, organizing, and scheduling and the ability to resolve complex problems and issues.

MINIMUM QUALIFICATIONS: The position requires a high school diploma or its equivalent, plus a minimum of five (5) years working in building and facilities management, experience in the following areas: human relations, supervision, training, scheduling of projects, budget development, facility and site management, maintenance and construction.

SPECIAL REQUIREMENTS:

- Must have and maintain a Valid NH Driver’s License.
- Must be available Monday through Friday.
- Must be able to occasionally work evenings, weekends, and holidays, and as needed.
- Must maintain the confidentiality of Town, employee, and departmental information

TOOLS AND EQUIPMENT USED: Personal computer with Windows, Microsoft Office programs, Microsoft Outlook, calculator, phone, copy machine, paint brushes, rollers, and small power equipment.

PHYSICAL DEMANDS:

- Physical strength to lift equipment and supplies (up to 100 lbs.)
- Physical mobility and endurance to perform tasks while standing and/or walking.,
- Ability to safely and properly use power tools and equipment.
- Physical ability to endure prolonged standing, bending, stooping, stretching, hand-eye coordination, and manual dexterity to manipulate equipment.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

I have reviewed the content of the above job description with my supervisor.

Employee’s Name and Signature

Date Reviewed

Approved by the Board of Selectmen

Chairman Mark E. Warren

Vice-Chair Vincent A. Baiocchetti

Selectman Evan Collins