

FACILITIES MAINTENANCE SPECIALISTS

The Town of Mashpee D.P.W. seeks applicants for full time Facilities Maintenance Specialists; \$28.21/hour - \$29.36/hour commensurate with qualifications and experience. This position works 40 hours/week from 6:30a.m. – 3:00p.m., Monday through Friday. Positions open until filled.

Minimum Requirements: High School Diploma or GED with demonstrated aptitude or competence for assigned responsibilities. Must have five years of experience working as a licensed tradesperson in the electrical, plumbing or HVAC field or have ten years of building repair, maintenance, and/or construction experience; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Valid MA Electrician's License (Master or Journeyman), Plumber's License (Master or Journeyman) or Gasfitter's License (Master or Journeyman) and Sheet Metal Worker's License (Master or Journeyman) are preferred. Must possess a valid MA driver's license (Class D). Must successfully pass a comprehensive background investigation.

Responsibilities: Completes assigned projects and tasks in the construction, maintenance, and repair of all public buildings and grounds, including schools, both individually and with others, in a safe and efficient manner. Operates light trucks, small power equipment, hand tools or performs manual labor. Assists with snow removal operations. This position is subject to call out for emergencies after normal working hours.

Comprehensive benefits package includes Town contribution of 75% towards the cost of health insurance, defined benefit pension program, generous vacation package, life/dental/vision plan options, as well as deferred compensation plans. Further information can be found on the Human Resources Department Employee Benefits webpage at mashpeema.gov.

In order to be considered, a fully completed original Employment Application (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov) and copies of any licenses/certifications is required. The original application must be submitted to:

Mashpee Town Hall, Human Resources Department
16 Great Neck Road North
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Reposted: June 27, 2022

Updated: July 1, 2023

FACILITIES MAINTENANCE SPECIALIST – JOB DESCRIPTION
DEPARTMENT OF PUBLIC WORKS
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

The purpose of this position is the completion of assigned projects and tasks in the construction, maintenance, and repair of all public buildings and grounds, including schools, both individually and with others, in a safe and efficient manner. Accomplishment of this purpose may require the use of light trucks, small power equipment, hand tools or manual labor. A Facilities Maintenance Specialist is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

SUPERVISION

Supervision Received: S/he works under the general direction of the Facilities Supervisor, following established department rules, regulations, policies, and procedures; may be given general orders or more detailed instructions.

Supervision Given: None.

JOB ENVIRONMENT

Work is conducted in and outside of buildings and grounds throughout the town. Operates light trucks and small equipment including but not limited to: snowplows, snow blowers, lawn mowers, compressors, hand tools (shovels, rakes, etc.), carpentry tools (power and manual), and custodial equipment (floor buffers, vacuum cleaners, etc.). May use skid steer or tractor if licensed. Exposure to hazards include cleaning chemicals, diseases, biohazards, electrical and mechanical equipment, and inclement weather. May be required to wear protective clothing and mask. Makes occasional contact with the general public; most contacts are with fellow employees in the department or other Town Departments.

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.]

1. Performs preventative maintenance for mechanical systems at Town buildings, including, but not limited to replacement of filters and replacement of belts.
2. Performs minor repairs to buildings, equipment, and furniture.
3. Performs various construction activities, including, but not limited to general carpentry work, flooring, masonry work, and painting.

4. Assists with snow removal, including, but not limited to plowing of parking lots, shoveling of walk ways, and spreading of ice melt.
5. Assists with off load tailgate deliveries and makes deliveries of materials and/or equipment to Town buildings.
6. Performs other general duties including, but not limited to moving and setting up of furniture and opening and closing buildings.
7. May perform duties of custodian as necessary.
8. May assist with maintenance of grounds including, but not limited to mowing, lining of fields, clean-up of litter, and sweeping of walk ways.
9. Performs building and heating/refrigeration checks during and after normal working hours as required.
10. Assists with preparing, maintaining, and complying with job site and individual work safety practices.
11. Reports to Facilities Supervisor any maintenance and/or repair issue requiring further work or the services of an outside contractor.
12. Considered essential personnel for emergency operations; is subject to call to respond to emergencies after normal working hours.
13. May operate skid steer or tractor for snow removal as necessary, if holds appropriate license.
14. Maintains assigned vehicle in a neat and orderly manner consistent with sanitary requirements and job expectations established by proper authority. Reports any damage or inadequacies as required.
15. For electrical work:
 - a. If a MA Licensed Electrician, performs electrical work requiring a license after obtaining necessary local electrical permits, said work to include but not be limited to wiring of new areas, replacement of electrical fixtures and equipment, troubleshooting and correcting electrical problems, in compliance with applicable codes.
 - b. If not a MA Licensed Electrician, may troubleshoot and correct electrical problems that do not require an electrical permit.
16. For plumbing work:
 - a. If a MA Licensed Plumber, performs plumbing work requiring a license after obtaining necessary local plumbing permits, said work to include but not be limited to installation, repair, and maintenance of plumbing fixtures, piping and re-piping of water, gas, and drain lines,

installation and repair of heating equipment, and troubleshooting and correcting plumbing problems, in compliance with applicable codes.

- b. If not a MA Licensed Plumber, may troubleshoot and correct plumbing problems that do not require a plumbing permit.

17. For HVAC work:

- a. If a MA Licensed Gasfitter and Sheet Metal Worker, performs HVAC work requiring a license after obtaining necessary local permits, said work to include but not be limited to installation, repair, and maintenance of heating and ventilation equipment, and troubleshooting and correcting HVAC problems, in compliance with applicable codes.
- b. If not a MA Licensed Gasfitter and Sheet Metal Worker, may diagnose and repair HVAC problems that do not require a permit and may assist a Licensed Gasfitter and Sheet Metal Worker in the installation of heating and ventilation equipment.

18. Maintains confidentiality of department records and information on a “need to know basis.”

19. Performs other similar or related duties as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one’s delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications. Errors could result in damage to buildings and equipment and create hazard to safety.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Must have a High School Diploma or GED with demonstrated aptitude or competence for assigned responsibilities. Must have five years of experience working as a licensed tradesperson in the electrical, plumbing or HVAC field or have ten years of building repair, maintenance, and/or construction experience; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

Knowledge, Skills and Abilities:

Knowledge: Working knowledge of methods used in the care and maintenance of Town buildings and grounds; knowledge of proper tools to use for construction and repair of buildings.

Skills: Skill in performing preventative maintenance on building(s) and equipment and in use of various power tools and hand tools. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Ability to perform moderately physical labor. Ability to follow written and oral instructions; ability to work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work efficiently with minimal supervision.

Physical Requirements: Moderate physical effort required in performing duties requiring frequent lifting and moving of furniture and equipment. Frequently lifts objects weighing up to 50 lbs and occasionally lift up to 100 lbs and over 100 lbs with assistance. Duties involve standing, bending, walking, climbing, reaching and kneeling.

Special Requirements: Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Valid MA Electrician's License (Master or Journeyman), Plumber's License (Master or Journeyman) or Gasfitter's License (Master or Journeyman) and Sheet Metal Worker's License (Master or Journeyman) are preferred. Must be able to successfully complete a comprehensive background investigation and criminal record check (criminal record check conducted upon offer of employment and every 3 years thereafter.) Must be able to successfully pass a one-year probationary period. Must be able to provide proof of eligibility to work in the United States.

[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.]

Adopted: May 28, 2021

Pages: (4) Four