

TOWN OF LUNENBURG

Assistant Town Manager/HR Director

Michael-Ray Jeffrey, Chairman
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Heather Sroka, Member



17 Main Street
P. O. Box 135
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Julie Belliveau, Asst. Town Manager

Job Posting

FACILITIES DIRECTOR **Full-time**

The Town of Lunenburg seeks qualified applicants for the Facilities Director position.

Working under the general operational and administrative direction of the Town Manager, the Facilities Director oversees, supervises, and facilitates the comprehensive management of all town facilities and grounds. This position will help the town strategize, prioritize and coordinate maintenance, repairs, safety, and efficiencies of municipal properties, as well as play a key role in future use and reuse of properties. Directly supervises employees and functions relating to facilities, grounds, and recreation.

Bachelor's Degree in Construction Administration/Management, Business Administration, or Project Management preferred. Five (5) years of supervisory experience. Ten (10) years of combined industry experience related to construction, business management/energy management, and building system management; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be knowledgeable about the International Building Code and OSHA requirements. Must have working knowledge of automated temperature control systems, HVAC, carpentry, electrical, plumbing and general building systems, and Energy Management Systems (EMS) and controls. Must possess excellent customer service skills and be able to effectively communicate. Full job description available on the Town website at www.lunenburgma.gov/jobs.

This is a full-time (40 hours/week), benefited position. Pay Range: \$41.25/hr - \$50.74/hr. Please send resume and employment application, available on the Town website, to Julie Belliveau, Assistant Town Manager/HR Director, PO Box 135, Lunenburg, MA 01462 or to jbelleveau@lunenburgma.gov. This position will remain open until filled, with preference given to applicants who file on or before by July 8, 2022. The Town of Lunenburg is an AA/EO Employer.

Job Title: Facilities Director	Hours per week: 40	FLSA Status: Exempt
Reports To: Town Manager	Department: Facilities and Grounds	Grade: 16
Created date: 06/07/2022	Revised date:	Approved date: 06/15/2022
Created by: HR Director	Revised by:	Approved by: Personnel Committee

**TOWN OF LUNENBURG
FACILITIES DIRECTOR**

Statement of Duties:

Position oversees, supervises, and facilitates the comprehensive management of all town facilities and grounds. This position will help the town strategize, prioritize and coordinate maintenance, repairs, safety, and efficiencies of municipal properties, as well as play a key role in future use and reuse of properties. Performs all other related work as required.

Supervision:

Reports to and works under the general operational and administrative direction of the Town Manager. Performs highly complex and responsible functions requiring the exercise of broad discretion and considerable independent judgment in planning, directing, and overseeing of the operation and maintenance of facilities and grounds. Receives direction from the Town Manager on non-routine matters as necessary. Serves as Department Head.

Directly supervises employees and functions relating to facilities, grounds, and recreation.

Job Environment:

Office work is performed under typical office conditions; frequent exposure to variable outdoor weather conditions and hazards associated with outdoor projects; required to attend meetings (in-person or virtually) or direct field operations during non-business hours.

Operates departmental equipment such as vehicles, power tools and diagnostic equipment; also operates a computer and standard office equipment.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; resolving service requests. Close cooperation, coordination and collaboration may be required with Town Boards and other Town departments.

Has access to department related confidential information, such as personnel records and bid proposals.

Errors could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, lower standards of service, substandard construction and facilities and inadequate maintenance programs, with consequent danger to public safety; errors may also result in legal ramifications.

Essential Functions:

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.

Responsible for the planning, organizing, directing and control of all aspects of Town facilities and grounds. This will include facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings and grounds.

Responsible for a comprehensive approach to building maintenance and repair coordination, oversight, inspection, oversight of maintenance logs, resolving any warranty issues, establishing facility management schedules, and building security.

Formulates procedures related to Facilities and Grounds operations, develops and oversees employee schedules, and reviews and advises on daily maintenance issues.

Ensures all facilities staff attend routine training development for essential functions and the proper handling and application of all department equipment and tools; ensures staff obtain required licenses and safety trainings.

Focuses on the optimal facility use by staff, residents, and those who seek to conduct business with or in the town to ensure an effective user-experience.

Works with relevant town departments and elected Park Commission to advise and recommend long term plan for all town facilities and grounds. Updates the ten-year capital plan for all facilities and grounds projects that meet the Town's definition of a capital project and are not funded in the operating budget. Presents and answers all related questions for said plan and updates the Town Manager on the status of approved capital projects as they progress.

Collaborates with the School Facilities Director to ensure a town-wide approach to facilities

management and sustainability for all properties. Work with the Town Manager and Finance Director to examine how large building projects fit into the town's overall debt schedule.

Acts as contract administrator for any town building or grounds project including the town facilities cleaning contract and landscaping contracts.

Serves as the representative for any building or grounds project that requires permitting approval at a board/committee/commission meeting (i.e. APDC, Historical, Planning Board, etc.).

Establishes and manages effective preventive maintenance schedules, building control system optimization and analytics, and energy efficiency measures including warranty management of new and existing equipment and appliances.

Ensures that all town building systems are serviceable, including ventilation, air conditioning, heating, mechanical, electrical, refrigeration, monitoring and alarm systems.

Oversees the performance of various construction or repair work with contractors, vendors, suppliers and Town employees; evaluates construction documents and plans associated with the maintenance and repair of Town-owned buildings to ensure that projects are completed in accordance with specifications and within established budgets.

Ensures that the procurement of price quotations and supplies related to the Facilities and Grounds Department operations are in accordance with the State Procurement Law.

Responsible for coordinating with DPW director to ensure snow removal and winter safety procedures during and after storms provide timely access to town facilities.

Provides information and/or advice related to any building construction, repair, reuse, or disposal of town property.

Prepares and presents the operating budgets under this department; actively monitors utility and maintenance expenses to identify needed efficiencies and to advise the Town Manager of any changes in spending trends.

Engages in regular trainings and participates in trade shows and industry-events to remain current on technological advancements and best practices.

Perform other duties as assigned.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's Degree in Construction Administration/Management, Business Administration, or Project Management preferred. Five (5) years of supervisory experience. Ten (10) years of

combined industry experience related to construction, business management/energy management, and building system management; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be knowledgeable about the International Building Code and OSHA requirements.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of automated temperature control systems, HVAC, carpentry, electrical, plumbing and general building systems, and Energy Management Systems (EMS) and controls. Must be knowledgeable about the International Building Code and OSHA requirements.

Ability: Ability to plan, assign and supervise the work of employees. Ability to interpret and develop plans and specifications. Ability to maintain effective public relations. Ability to interpret and apply federal, state and local bylaws and regulations as applicable to facilities, grounds and recreation activities. Ability to communicate effectively, both orally and in writing.

Skill: Superior verbal and written communications, policy formulation, preparing and providing public presentations, and technological fluency in Microsoft Office and computerized maintenance management systems.

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.

Moderate physical effort required in performing work. Occasionally required to move objects weighing up to 60 lbs. Requires good close, distant and peripheral vision and depth perception. Ability to lift heavy objects and to occasionally perform some strenuous work under varying weather conditions.

(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.)

Approved:

Department Head

date

Town Manager

date

Personnel Committee Chair

date