

TOWN OF SHREWSBURY
Position Description

Position Title: **Division Manager – Public Buildings** Department: Public Works

Reports To: Assistant Director of Public Works Date: July 2022

GENERAL SUMMARY:

The Division Manager – Public Buildings is responsible for independent thinking and decision making in regards to managing all operations and maintenance for the Town’s buildings, structures and related systems and equipment. Responsible for assisting in the recruitment, hiring, training and managing supervisors, maintenance staff and custodians, over twenty employees total. The position requires a full understanding of buildings maintenance and repairs, including all aspects planning for additions and improvements thereto. Reports directly to the Assistant Director of the Department of Public Works. The position also requires (1) Organizational skills to meet deadlines, (2) Advanced communication skills to transfer information to the Assistant Director of Public Works, Town Manager Department Heads and occasionally oversight boards/committees (3) Ability to coordinate on-going projects and (4) Ability to assist in the development of goals and priorities for the division which are consistent with the overall goals of the Department and Town in general. Works closely with other department staff and Town Departments as well as consultants, auditors and various associations to meet division objectives.

ESSENTIAL JOB FUNCTIONS:

Essential Job Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform effectively. The position is responsible for all other duties as assigned.

- Plans, supervises, and directs the operations, maintenance and construction work of the Public Buildings Division.
- Manages through the Public Buildings supervisor positions, the activities of subordinate employees and contractors engaged in:
 - General custodial work and cleaning
 - Electrical, plumbing, HVAC, carpentry and related trades
 - Building safety and security systems
 - Snow and ice removal operations
 - Grounds keeping
- Oversees all maintenance and repairs operations in school and other municipal facilities; establishes policies and procedures; trains employees; reviews the work of contractor and employees; ensures adherence to provisions of contracts and agreements; maintains related records.
- Coordinates with all Department Heads across the organization on space and operational needs related to Public Buildings.

- Plans and prioritizes projects to be completed during building shut-downs; responsible for security of buildings.
- Responsible for ensuring all equipment and systems related to the operation of the division are maintained and repaired to preserve the investment of the Town and ensure the smooth operation of the division.
- Leads and collaborates on public buildings asset inventory and management.
- Determines the need for required material and supplies, procures and prepares purchase requisitions for required approval.
- Provides required materials and figures of the division for incorporation into the annual budget of the Department of Public Works.
- Collaborates on long and short term projects, such as Capital Plan, Grants, Utility Contracts, Energy Efficiency Projects, Procurement Contracts, Integrated Pest Management plans, Asbestos Hazard Emergency Response Act Plans
- Requests and approves financial documents such as purchase orders and payroll.
- Regularly manages (directly and indirectly) employees in the division; motivates, evaluates, counsels, trains, and instructs employees; recommends organizational and staffing needs and plans, determines work assignments and goals and effectively recommends rate/salary increases, promotions, demotions, suspensions, terminations; assists in the resolution of employee grievances and/or participates in Town/Union negotiations as necessary.
- Works cooperatively with other division managers within the Department of Public Works, other staff members across the organization, designers, engineers and consultants in formal and informal settings.
- Schedules and oversees inspections such as fire alarms, elevators, boilers, fire suppression.
- Manages Emergency situations, acts as liaison to Emergency Management Team.
- In close coordination with the Assistant Director of Public Works, sets annual goals, priorities and objectives for the Public Buildings Division.
- Establishes procedures and trains employees; reviews the work of contractor and employees; ensures adherence to provisions of contracts and agreements; maintains related records.
- Provides leadership by working on cross-divisional and departmental teams to help steer the direction and overcome the challenges facing the Town.
- Presents to various Board, Commission and Committees as needed.
- Performs other related duties as assigned.

PREPARATION, SKILL, KNOWLEDGE & ABILITIES:

Education and Experience

- Duties require knowledge equivalent to Associates degree in Business Administration, Operations and Project Management or other related field, minimum of 5 years of experience in maintenance and operations of buildings/facilities; or any suitable combination of education, training or experience.
- 5 years' experience in supervising staff members.
- Construction Supervisors License – Unrestricted, or ability to obtain within one (1) year of hire

- Massachusetts Certified Public Purchasing Official Certification, or ability to obtain within two (2) years of hire, preferred.
- Building Operator Certification Level One (1) within one (1) year of hire, and Level Two (2) within two (2) years of hire.
- Asbestos Hazard Emergency Response Act Designated Person Certification within six (6) months of hire.

Knowledge, Ability and Skill

- Strong interpersonal skills; ability to handle and mitigate complaints regarding Public Buildings Division services; ability to maintain positive working relationships; ability to train and develop staff. In depth knowledge of Microsoft office and Google Suite
- Strong communication and writing skills.
- Willingness to continually improve the operations of the division and skills associated with this position.

SUPERVISORY RESPONSIBILITY:

Requires excellent leadership, delegation and employee coaching skills. Directly manages Supervisors and other staff members under the general direction of the Assistant Director of Public Works.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work requires strenuous exertion at times to perform work assignments, ability to climb ladders, lift objects weighing over 50 pounds, long periods of standing; walking over rough, uneven surfaces; securing, bending, crouching, stooping, stretching or reaching; above average agility, extensive auto travel. Continuous and intensive exposure to several extremely disagreeable elements (i.e., dust, dirt, heat, fumes, wastewater, cold, noise, wetness and vibration). Exposed to occupational disease or accidents, which would usually result in total disability or death.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date