

General Buildings and Grounds Maintenance Foreman

Poised for growth, the Town of Sunapee is looking for a dedicated individual excited to join our General Buildings and Grounds Maintenance Department. This exciting position with the Town of Sunapee is responsible for participating in tasks related to maintenance and repair of buildings, equipment, sports fields, and parks.

The ideal candidate will have experience overseeing general preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment, and grounds. Working under moderate supervision, assists in supervising building system operations and performance. Uses several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating, and cooling.

A commitment to delivering excellent customer service and dedication to being a leader in the department are key personality traits.

The Town of Sunapee is an equal opportunity employer and offers a comprehensive benefit package. Average starting salary (\$51,000-\$60,000) commensurate with experience! Please visit the Town's website for a full job description. TO APPLY: Submit a resume to the Town of Sunapee at jobs@town.sunapee.nh.us Attn: Shannon Martinez, Town Manager, Sunapee, New Hampshire 03782. Position open until filled.

Town of Sunapee, NH

POSITION: General Buildings and Grounds Maintenance Foreman

DEPARTMENT: Buildings and Grounds

FLSA (Fair Labor Standards Act) STATUS: Non-Exempt

REPORTS TO: General Buildings and Grounds Maintenance Director

LABOR GRADE: 12

DATE: April 2023

GENERAL SUMMARY

This position performs semi-skilled to highly skilled tasks associated with routine and emergency maintenance for all Town buildings and grounds annually, and as determined necessary. This position is responsible for all miscellaneous maintenance and construction duties on an as-needed basis, of which may not be listed in this job description due to the unknown nature of the item(s). The regular duties listed below are not intended to be all-inclusive.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with overseeing multiple Buildings & Grounds maintenance contractors, vendors, projects, and staff members, while performing detailed repair and maintenance tasks associated with Town owned buildings and grounds.
- Work alongside contractors, vendors, and staff members for conformance with plans, specifications, and current building codes.
- Assign specific tasks and provide task specific instructions to contractors, vendors, and staff members, and maintain a daily log of work that is completed, tracks personnel and/or equipment hours per task, and keeps an inventory of material(s) used per task or per project.
- Assist with performing applicant interviews, personnel performance reviews, recommendations for promotions, recommendations for step increases, disciplinary actions, and recommendations for termination.
- In collaboration with the General Buildings and Grounds Maintenance Director, schedule, and/or perform preventative and routine maintenance on all buildings and grounds components including but not limited to HVAC systems, security systems, alarm systems, interior and exterior lighting, roofs, garage doors, entry doors, elevators, exterior siding, windows, flooring, painted surfaces, parking lots, sidewalks, and landscaping.
- Respond to, coordinate and/or perform the repair for all emergency maintenance issues pertaining to Town buildings and grounds including but not limited to all HVAC and plumbing components, security systems, alarm systems, fueling systems, electrical wiring and associated components, structural building components, interior and exterior lighting, roofs, garage doors, entry doors, elevators, exterior siding, windows, flooring, painted surfaces, parking lots, sidewalks, and landscaping.
- Assist the General Buildings and Grounds Maintenance Director with developing annual and future buildings, grounds, parks, cemetery, and field improvements plans, schedules, and cost estimates for presentation to the Town Manager and/or the Board of Selectmen.
- Establish and maintain a detailed log of all building and grounds components including but not limited to HVAC and plumbing components, electrical systems, alarm systems, security systems, garage doors, exhaust evacuation systems, lighting systems, and all other pertinent building components. The log shall be used to assist the General Buildings and Grounds Maintenance Director with developing and maintaining the Buildings & Grounds Maintenance Schedule and Capital Reserve Plan.
- Establish and maintain a detailed log of all building and grounds maintenance issues. The log shall include the date the issue is discovered, type of problem, date of repairs, repair work done, cost of the repair, and all pertinent information associated with resolving the issue.
- Maintain all Town-owned grounds including parking lots, sidewalks, building entrances, lawns, trees, shrubs, gardens, gates and miscellaneous signs and posts as needed. This includes snow plowing, snow removal, sanding, and salting of surfaces for public safety, and being available for all winter weather-related emergencies and building-related emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued)

- Under the direction of the General Buildings and Grounds Maintenance Director, perform remodeling and construction of new buildings, additions, rooms, entrances, stairways, walls, shelving units, doorways, windows, storage sheds, and other miscellaneous ancillary structures as needed, or as requested.
- Maintain a daily log of and report all maintenance issues to the General Buildings and Grounds Maintenance Director for buildings and grounds components that need to be repaired as they are discovered.
- Take direction from the General Buildings and Grounds Maintenance Director for routine and emergency maintenance repairs associated with all Town-owned buildings and grounds.
- Prepare, as requested by the General Buildings and Grounds Maintenance Director, written reports on all buildings and grounds maintenance and repairs.
- Perform other duties as requested or needed that pertain to the maintenance, repair, and construction of all building components and/or grounds.

OTHER DUTIES AND RESPONSIBILITIES

- This position requires specific attention to buildings and grounds safety, specific safety needs for public places, and resolving safety issues in and around Town owned buildings and grounds.
- This position requires the management of multiple projects at a time and the ability to prioritize maintenance and repair projects as they are identified or as they happen.
- This position requires a flexible schedule outside of normal working hours to respond to, and/or coordinating and addressing/resolving, emergency maintenance issues that may occur.
- This position requires the ability to read plans, specifications, directions, and other miscellaneous literature, to follow written and oral instructions, and to prepare written documentation pertaining to building maintenance issues.
- This position requires a high level of judgment to evaluate and resolve maintenance issues and safety problems in and around buildings and grounds, and the ability to coordinate with and forward necessary information to the appropriate authority for resolution of the issues.
- Performs other building and grounds maintenance and construction related duties as requested by the General Buildings and Grounds Maintenance Director.

SUPERVISORY CONTROLS

The General Buildings and Grounds Maintenance Director assigns all work tasks and/or projects with general instructions and times for completion. The Buildings and Grounds Maintenance Foreman, having the knowledge and experience, is responsible for carrying out the assignment(s); resolving task or project related issues as they arise; coordinating the work with Department team members and other Town Department heads as necessary, and monitoring work tasks and projects through completion for adherence to Departmental procedures, methods, schedules, and cost. Some assignments will require the employee to determine the approach to be taken and the appropriate methodology to be used. The employee is responsible for keeping the General Buildings and Grounds Maintenance Director informed of the status of all phases of work tasks and projects assigned.

GUIDELINES

Guidelines include Town and Department policies and procedures, local and state building codes, and other relevant local, state, and federal laws. The employee continuously analyzes task and project results and recommends changes, as necessary.

COMPLEXITY

The position includes a variety of duties, responsibilities, and work tasks that require selection of specific materials and methods for buildings and grounds maintenance and/or construction, but that involve prior analysis, planning and decision making for a selected approach to achieve the desired outcome.

SCOPE AND EFFECT

The work involves communicating, coordinating, and supervising the Buildings and Grounds Maintenance staff, and other vendors and consultants to the Town for planned, scheduled, and emergent work tasks

and projects that may be associated with the maintenance of the Town's buildings and grounds. The effect will be timely and efficient task and project completion that is in accordance with the "Guidelines" listed above.

PERSONAL CONTACTS

Contacts are typically with co-workers, other Town department heads and employees, Town residents, contractors, developers, vendors, builders, elected officials, and the public. The contacts are typically with other department head and employees, as individuals or groups, and in a moderately structured setting (e.g., the contacts are established on a routine basis, usually at the employee's workplace or job site; the exact purpose of the contact is typically clear).

PURPOSE OF CONTACTS

The purpose is to plan, schedule, coordinate, or advise on work tasks and/or on planned projects, or to resolve issues which may arise because of specific work tasks or during a project.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Lead workers at this level can assign, communicate, coordinate, and review the quality and quantity of other departmental team members' work. They instruct department team members in specific techniques or technical methods for performing and accomplishing work tasks and projects. They typically perform the same type of work as the employees being supervised but may be responsible for the performance of the more technically challenging work assigned to the team or group. They are responsible for assisting with personnel management functions including evaluating performance, recommending hiring, promotions, or discharge.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- High School diploma or GED AND successful completion of an apprenticeship program in one of the following fields: mechanical heating & air conditioning, electrical, plumbing; AND four (4) years of skilled experience in the installation, maintenance, and repair of building operating systems and facilities; OR an equivalent combination of education, training, and experience.
- Knowledge of all current local and state building codes including ADA regulations.
- A current State of New Hampshire driver's license. Experience operating heavy equipment, and summer and winter maintenance equipment.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Practices of plumbing, mechanical, electrical and carpentry trades.
- Principles, methods, and materials used in various mechanical and electrical installation, maintenance, and repair work.

LICENSING AND CERTIFICATION

Valid State of New Hampshire driver's license

TOOLS AND EQUIPMENT USED

Heavy equipment including loader, backhoe, and the vibratory roller; medium through light duty commercial vehicles with plow for winter maintenance, gas and diesel powered equipment including but not limited to wood chipper, sweeper, blower, hedge trimmers, chain saw, weed whacker; rod, level and tripod for surveying and project layout; computers, calculator, copier, fax machine, cell phone, two-way radio, and other general office equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand, walk, and sit for extended periods of time; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear, and smell. The employee must occasionally lift, carry, and move up to 50

pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing, and balancing. The employee shall have the adaptability and versatility needed to move from property to property, area to area, floor to floor, building to building, in, around, and on top of buildings to fix and conduct necessary maintenance repairs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in, around and on buildings and their associated grounds; on multiple types of work surfaces; and from within equipment and vehicles. A minimal amount of work is performed in an office setting and at the Highway Garage.

WORK SCHEDULE

The general work schedule is Monday through Friday, eight hours per day, during regular business hours, and after hours for building emergencies and for winter weather related emergencies. Hours may be modified to meet the needs of the department and the Town as determined necessary by the General Buildings and Grounds Maintenance Director. Sometimes certain tasks or repairs may need to be done when the Town buildings are not open due to the work, and so normal business may continue. Therefore, this type of work may be done before or after business hours, on a weekend or holiday with permission from the General Buildings and Grounds Maintenance Director. In addition, this position requires overtime for responding to building emergencies, winter weather related emergencies, and to complete other building maintenance projects.

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.