

The Town of Hanson reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the facility. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

**Position Purpose:**

The primary function of this position is to direct all aspects of building/facilities operations at Camp Kiwanee including maintenance, repairs and renovations by town employees/contractors, assess the quality of work performed and supervise the completion of work through review of reports; frequent site inspections; and conferences with the Recreation Commission, as well as, perform skilled and semi-skilled maintenance tasks in the repair, maintenance and upkeep of Camp Kiwanee including carpentry mechanical, custodial and basic non-licensed electrical, plumbing, and HVAC work, in accordance with OSHA safety regulations, town policies and procedures observing all safety regulations, ensuring all quality standards are met and a safe, courteous and professional behavior is observed in all situations.

**Supervision:**

Works under the general direction of the Recreation Commission, coordinating administrative functions with the Administrative Assistant.

**Essential Job Functions:**

Responsible for the development and implementation of a maintenance management system, (prevention, predictive, correction and routine maintenance).

- Oversee the purchase, use and care of all maintenance equipment and supplies.
- Implement systems for regular maintenance and upkeep of the buildings and grounds, including duties such as mowing, snow removal, painting, etc.
- Schedule for routine maintenance and vendor contracts on equipment and services including trash removal, housekeeping, recycling, septic, air conditioning, etc.
- Work with the Recreation Commission and other various town groups to assess and prioritize a working list of essential repairs, improvements and preventative maintenance needed at Camp Kiwanee.

Supervise and coordinate staff engaged in the maintenance and improvement of Camp Kiwanee buildings, equipment, and Camp grounds.

- Train all Caretaker staff and oversee job assignments
- Train and supervise staff in the proper use of equipment and small tools.
- Ability to motivate, supervise and train caretaker staff and supervise contractors such as electricians, plumbers, HVAC, mechanics and technicians.
- Schedules staff and is accountable for the quality and quantity of work done by subordinates and contractors, to assure accomplishment of the assigned work in a prescribed manner.
- Approves vacation schedules and advises subordinates of performance requirements.
- Work with the Recreation Commission and Administrative Assistant in preparing the annual budget regarding expenditures and the purchasing of equipment, supplies and inventory.
- Respond to emergency calls for all alarm services or building emergencies.
- Arrange for obtaining appropriate license, permits, external inspections including fire inspections, electrical evaluations and health department inspections.
- Keep accurate records of work performed by staff, volunteers, vendors, and contractors.
- Maintain all warranty and manuals regarding all supplies and equipment.
- Develop and revise written standard operating procedures
- Follow the Town of Hanson's financial and procurement procedures.
- Conduct initial and end of season inventory
- Develop a schedule for checking the physical site and equipment for safety, cleanliness and good repair.

Facilities Manager  
Job Description (continued)

**Other Job Duties:**

- Assists in the short and long range planning of Camp Kiwanee.
- Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revives work schedules to meet the changes in workload or availability of manpower.
- Ability to meet and deal with the public, Town employees, town officials and building tradesmen, architects and engineers effectively and appropriately.
- Any other duties assigned by the Recreation Commission.

**Qualifications:**

The position requires a high school diploma or its equivalent, plus two years working in the site and facilities field. Two years experience in the following areas: supervision, training, scheduling of staff, budget development, facility and site management, maintenance, construction. CPR and First Aid certification a plus. Municipality Experience a plus.

**Knowledge, Skills and Abilities:**

- The position requires working knowledge in areas of engineering, painting, carpentry, electrical wiring and controls, plumbing, vehicle and machinery operations.
- Proficiency in the safe and proper use of power equipment and tools, heavy and light machinery, and building materials.
- Must have knowledge of proper techniques in the following areas: construction, carpentry, plumbing, electrical and grounds keeping.
- Experience working with vendors, suppliers, and service providers.
- Previous experience supervising outside contractors
- Solid skills in basic maintenance
- Project management skills and the ability to resolve complex problems and issues
- Planning and organizing and scheduling skills
- Knowledge of facility standards, codes and regulations
- Knowledge of Capital Improvement

**Physical Aspects of the Position:**

- Ability to understand and implement safety regulations and procedures
- Ability to communicate procedures and regulations to staff and guests
- Ability, both visually and auditory, to identify and respond to safety and environmental hazards and inform workers, staff and guests.
- Physical strength to lift equipment and supplies (up to 50lbs)
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time.
- Ability to safely and properly use power tools and equipment
- Physical ability to endure prolonged standing, bending, stooping, and stretching and eye-hand coordination and manual dexterity to manipulate equipment.
- Physical ability to respond appropriately to situations and emergencies (fire, evacuation, illness or injury).
- Excellent oral and written communication skills.
- Ability to work well with people from diverse backgrounds.
- Must have the mobility to access small work areas, climb ladders, and work in various heights and weather conditions.
- Must be able to assist and perform all tasks assigned to personnel under his/her responsibility, as described in their job description.