

Building Maintainer

The Town of Weston seeks a focused, dedicated, skilled individual to provide core building maintenance services and supplemental custodial services. The workweek will range between thirty and forty hours, depending on qualifications. The hourly rate is \$24.10. Benefits include health insurance, dental insurance, retirement, life insurance, paid holidays, vacation and sick pay. Minimum qualifications are a High School Diploma or GED with one year of general facility maintenance experience, three years of carpentry experience, or any equivalent combination of education, experience and training. Must have and maintain a valid driver license. Upon offer of conditional hire, candidates will undergo a criminal background check, physical examination, and a drug test. To be considered for the position, a completed application, cover letter and resume must be received by the Weston Town Administrator no later than Noon, EST on Friday, February 9th, 2018. Applicants can submit the materials either via email to jl Luiz@westonct.gov or in hard copy format to Town Administrator, 56 Norfield Road, PO Box 56, Weston, CT 06893. Questions about the position should be directed to Town Administrator Jonathan Luiz via email or phone at 203-222-2677.

SEE FULL JOB DESCRIPTION BELOW



TOWN OF WESTON

JOB DESCRIPTION FOR BUILDING MAINTAINER

APPROVED BY BOS ON 12/21/17

Position Purpose:

The purpose of this position is to provide core facility maintenance and supplemental custodial services for all Town Facilities.

Supervision:

Supervision Received: Works under the general direction of the Town Administrator or his/her designee; follows established department general and special orders, rules, regulations, policies and procedures.

Supervision Given: None

Job Environment:

Work is performed in all interior and exterior locations associated with assigned buildings and facilities. Work must be performed outdoors during all seasons, including the winter for snow and ice control; may come in contact with toxic or caustic chemicals, fumes and work in precarious places; other working conditions include risk of electrical shock and exposure to mechanical parts; often driving to different buildings in all types of weather conditions; may work on outside of buildings in possible adverse weather conditions, including extreme hot and cold.

Requires the operation of light truck, automobile, snow blower, hand cart floor cleaning equipment, hand tools and power tools. Use of telephone and office equipment. Requires use of computer and cell phone for purpose of emailing, saving documents, creating to-do lists; creating logs, acknowledging receipt of requests, and communicating the completion of tasks.

Makes occasional contacts with the general public. Most contacts are with fellow Town employees and vendors related to facilities and maintenance work.

Errors could result in injury to self or other, damage to buildings or equipment, delays in services and legal ramifications from potential liability.

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.)

- Supplements routine custodial work performed by vendors. Examples include: bringing trash and recycling to dumpsters; cleaning bathrooms, kitchens, holding cells, hallways, floors and offices in need of immediate attention; unclogging toilets, re-stocking

bathrooms and kitchens with supplies and toiletries; receiving, storing and delivering copy paper and water jugs; and hauling and disposing municipal solid waste, bulky waste, metals, and recyclables to the Transfer Station.

- Performs routine maintenance of town buildings (Town Hall, Police, Senior Center, Annex, Jarvis building, Library) which do not require licensed trades persons. Examples include: replacing filters; installing and fixing appliances; interior and exterior painting - including painting preparation; opening and closing of valves; adjusting settings of heating and air conditioning devices; installing and replacing ceiling tiles; installing and replacing light bulbs, installing and replacing detectors such as smoke and CO2; moving furniture and office equipment; setting up and breaking down meeting and function rooms for special events on an as-needed basis; cleaning gutters; installing and replacing locks; installing and replacing fixtures and tile; and erecting scaffolding.
- Performs carpentry work. Examples include: hanging signs; fixing and installing doors and locks; installing and repairing windows, doors, cabinets, stairs and molding; patching walls; framing of walls and partitions; repairing broken furniture; creating forms for pouring of concrete. Works in conjunction with the Administrative Assistant to the First Selectman to secure cleaning supplies.
- Obtains and maintains hazardous materials data sheets on relevant supplies under the direction of his/her supervisor.
- In conjunction with the Town Administrator, shares observations and opinions with vendors assigned to perform repairs, upgrades and studies.
- On an as-needed basis, will assist other staff with pickup and delivery of items.
- Delivers mail between Town Buildings and Post Office, provided the Post Office is unable to fulfill this service.
- Picks up litter around buildings. Keeps exterior pathways free of debris and weeds.
- Remediate vegetation encroaching on buildings and nearby structures.
- Shovels and snow blows snow and spreads sand and salt on sidewalks, steps, parking lots, driveway edge, etc. of Town facilities. Maintains snow blower.
- Needs to be available after hours for snow removal and ice remediation. Also, needs to be available after hours to set-up and clean-up for special events on an as-needed basis.
- Complies with OSHA regulations.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a High School Diploma or GED with 1 year of general facility maintenance experience, 3 years of carpentry experience, or any equivalent combination of education, experience and training.

Special Requirements:

Must have and maintain: Valid CT Drivers License.

Required Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of safety procedures for working with building maintenance equipment, working with hazardous materials, working around electrical equipment and working around mechanical equipment; strong knowledge of custodial procedures to maintain buildings; strong knowledge of light maintenance services such as electrical and plumbing to facilities and/or equipment; knowledge of proper tools and equipment to use building and custodial maintenance; knowledge of chemical reactions.

Ability: Ability to deal effectively and consistently and establish and maintain working relationships with town personnel and offices; ability to read and follow safety procedures; ability to multi-task and prioritize projects; ; ability to learn how to perform various building maintenance tasks; ability to perform all responsibilities in a courteous and competent manner at all times; ability to perform manual labor, often for long period of time; ability to follow written and oral instructions; ability to work efficiently and effectively with minimal supervision; and ability to recognize electrical and plumbing, and heating and air conditioning problems and report them to supervisors and/or vendors. Ability to follow instructions. Ability to stay on task without being distracted. Ability to maintain and operate hand tools, power tools and snow blowers.

Skill: Skill in using the aforementioned equipment; aptitude for noticing major problems with electrical, plumbing and mechanical systems; skill in performing building and custodial maintenance work; high level of customer service skills. Carpentry and painting skills (interior and exterior) are required. Must be skilled in troubleshooting minor plumbing, heating and air conditioning issues, Organizational skills are a must with respect to storing tools, parts, materials, equipment and documents in a neat, clean, orderly and logical fashion. Must be able to communicate proficiently via email, text messages, and customer relationship management software. Must be able to safely use ladders and scaffolding.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		

Non weather related –extreme heat/cold		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		
Other-Describe				
Other-Describe				
Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing		X		
Using hands/fingers to handle/feel				X
Climbing or balancing			X	
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling		X		
Bending, pulling, pushing				X
Other-Drive		X		
Other- lifting				X

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 30 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)