



TOWN OF SANDWICH
JOB DESCRIPTION
DEPARTMENT: Administration

FULL TIME
 PART TIME
 CONTRACTOR

TOWN BUILDING MAINTENANCE CONTRACTOR

JOB DESCRIPTION: The Town Building Maintenance Contractor will perform routine and general preventative maintenance and repair procedures on Town buildings and mechanical equipment.

SUPERVISION RECEIVED: Activities are conducted with operational independence and judgment under the general supervision of the Board of Selectmen and Town Administrator. The Contractor shall meet monthly with the Selectmen's Office to provide updates and discuss maintenance priorities.

SUPERVISION EXERCISED: None

EXAMPLES OF GENERAL DUTIES: The following are some of the duties of the Town Building Maintenance Contractor. It is not intended to be exclusive of other related duties, which may be required from time to time.

1. Perform a wide variety of general building and equipment maintenance repairs and services.
2. Conduct weekly visits to all Town buildings especially during the winter when buildings are not occupied daily.
3. Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspect belts, check fluid levels, replace filters, grease bearings, seals, etc.; repair or replace broken parts.
4. Repair structures; repair plaster and drywall, cabinets, shelving; repair furniture and equipment; repair broken windows; repair doors, door locks and closets; install/remove storm windows seasonally.
5. Perform basic repairs to washers, faucets and seals on malfunctioning plumbing equipment; repair leaky faucets and clean clogged drains.
6. Paint building interiors and exteriors, furniture, cement, and other materials and items.
7. Estimate materials, labor, and time needed for specialized projects.
8. Maintain appropriate service and repair records.
9. Researches, purchases, and inventories equipment parts and supplies in coordination with Town administrative staff.
10. Respond to routine and emergency calls for repairs as needed.
11. Responsible for the completion of all maintenance service requests as assigned.
12. Special projects and other responsibilities as applicable.

MINIMUM QUALIFICATIONS:

1. One year of experience at a journey level in a building trade such as carpentry, plumbing, painting, masonry, cement work, and electrical work; repair methods and maintenance practices for structures, furnishings, and equipment; work safety practices; **or**
2. A combination of training, education, and experience that is equivalent to the employment standard listed above that provides the required knowledge and abilities.

3. Knowledge of: The materials, tools, methods, and equipment used in a building trade, such as carpentry, plumbing, painting, masonry, cement work, and electrical work; repair methods and maintenance practices for structures, furnishings, and equipment; work safety practices.
4. Ability to: Prepare estimates of time, materials and labor; work from plans and specifications; work with no or limited supervision; follow oral and written instructions; form and maintain effective working relationships with others; operate a personal computer.
5. Possess a valid NH driver's license.
6. Willing and able to work flexible hours; on-call as needed for emergency maintenance repairs; time spent will be recorded and turned into the Selectmen's Office at minimum monthly.
7. Provide a Certificate of Liability Insurance through their insurer.