

# TOWN OF BRADFORD

**JOB TITLE: Facilities Maintenance Technician**

**CLASSIFICATION: Non-Exempt**

**REPORTS TO: Town Administrator**

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## **SUMMARY**

The Facilities Maintenance Technician (FMT) is responsible for the maintenance of Town of Bradford buildings and other facilities ensuring they meet legal requirements and health and safety standards. The FMT monitors and operates the HVAC systems. The FMT is responsible for the ongoing preventive maintenance and repair work on facility mechanical, electrical and other installed systems. This role requires day-to-day coordination of building maintenance (reactive and preventive). The FMT works with the Town Administrator in managing all outside contractors in support of the office operations, including maintaining records and contracts, manage project activities, and coordinating contractor work schedule.

Reporting to the Town Administrator, the Facilities Maintenance Technician provides facility specific recommendations/ advice as needed. The FMT should be professional, customer-focused and able to work in a diverse and dynamic environment. The FMT must be able to use time and resources effectively and efficiently, have excellent interpersonal skills and organizational and project management skills.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Perform on going preventive maintenance and repair work on facility mechanical, electrical, and other installed systems.
- Maintains, operates all HVAC systems and associated equipment, and monitor the building automation system.
- Perform general maintenance (e.g. change light bulbs, maintain interior and exterior of facilities, etc.) and manual repairs as needed;
- Coordinate cleaning needs of the building with the cleaning service provider as well as with trash removal service;
- Perform facility inspections, prepare and submit reports of conditions in the building and recommend actions to be taken;
- Provide input for budget preparation;
- Works with the Select Board Office to ensure office and facilities supplies are at a level that will allow the office operations to run at optimal levels;
- Other duties may be assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required skills listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE:**

Facilities maintenance experience; or a combination of education and at least 2 years of proven experience in facilities maintenance.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- A thorough knowledge of general maintenance procedures along with a skill set that includes basic proficiencies in some or all of the following: plumbing, carpentry, HVAC, electrical/mechanical systems
- Proficient in MS Office applications (Word, Excel, Power Point)
- Knowledge of basic internet and email operations
- Strong oral and written communication skills
- Strong customer and interpersonal skills are essential.
- Aptitude for organizing tasks, managing time and prioritizing projects
- Must exhibit sound judgment, tact, courtesy on a daily basis, and have excellent rapport with staff members.
- Ability to develop strong relationships with other internal departments.
- Excellent time management and task tracking skills

**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 regularly required to stand, walk, sit, stoop, reach with hands and arms, climb ladders, crawling in/through low spaces. Tasks include the need for hand finger dexterity, clear speech, hearing/listening, reading and writing, lifting and moving furniture and related equipment, heavy equipment.

The employee must be able to lift and/or move objects of at least 50 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet. Temperature can vary from moderately cold to moderately warm.