

**JOB TITLE: Building Supervisor**

**Job Description:** This position is responsible for the maintenance of municipal buildings and is considered a working supervisor. Responsible for coordinating the cleaning, repairs, maintenance, and inspections for all town buildings. Supervises custodians, contracted services and volunteers and instructs them in job responsibilities.

**Accountability:** Reports to the Town Administrator but consults with all department heads.

**Supervision Exercised:** Custodian/contracted service workers/volunteers

**Equipment Used:** Computer, printer, copier, calculator, fax machine, answering machine, telephone, security system, handicap stair transport, digital camera, motor vehicle

**Environment:** Inside: 75% Outside: 25%

**Duties and Responsibilities:**

1. Establish goals, objectives, policies, regulations, and procedures based upon needs; continually evaluate the effectiveness and responsiveness.
2. Supervises the work of subordinates. Manages work schedules and develops work plans to accomplish goals and objectives of the department. Performs employee evaluations on at least an annual basis.
3. Submits reports as required, including annual report of services and annual facility safety inspection report.
4. Keeps informed of developments at the Local, State and Federal levels as they relate to facility maintenance and safety issues. Meets with other governmental representatives as necessary.
5. Evaluates new equipment, methods, and materials for reducing cost or improving efficiency and effectiveness of the facility.
6. Responsible for the overall maintenance and cleaning of all Town facilities.
7. Develops an overall maintenance schedule for each facility, updating the plan as necessary based on changes in need and use of buildings.
8. Participates in the periodic inspections of all Town facilities. Recommends expenditures relating to the maintenance of the facilities to the Town Administrator. Includes scheduling required inspections: sprinklers, fire alarm, fire extinguishers, security systems, boiler inspections, elevator inspections, and others as needed.
9. Coordinates projects, gathers bids and quotes, for projects related to building maintenance.
10. Cleans, services, and makes minor repairs and adjustments to heating and ventilating systems. Makes minor plumbing and electrical repairs; replaces light bulbs and other fixtures.
11. Oversees painting at municipal buildings; performs simple repairs in the maintenance of the buildings.
12. Operates power maintenance equipment to perform assigned duties.
13. Picks up materials and supplies from stores and warehouses as necessary. Distributes centralized supplies to specific departments as needed.
14. Assists with the installation and removal of seasonal decorations such as wreaths, trees, and lights.
15. Perform all other duties as required.

## Cognitive and Sensory Requirements:

- Talking:** Necessary to communicate with others.  
**Hearing:** Necessary to communicate with staff, clients and committees.  
**Sight:** Necessary to drive, read and write.  
**Tasting:** Not required.  
**Smelling:** Necessary to determine facility problems.

## Special Vocational Preparation Requirement(s)

- |  |                       |                  |
|--|-----------------------|------------------|
| 1. Short Demonstration only                          | 4. 91-180 days        | 7. 2 to 4 years  |
| 2. Any beyond short demo up to and including 30 days | 5. 181 days to 1 year | 8. 4-10 years    |
| 3. 30-90 days  | 6. 1-2 years          | 9. Over 10 years |

**Licensure/Certification Requirements:** Driver's License

**Other Training, Skills and Experience Requirements:** Working knowledge of facility systems such as electrical, plumbing, HVAC, and general construction. Managerial skills.

## Physical Activity Requirements

### PRIMARY PHYSICAL REQUIREMENTS

- |                             |              |
|-----------------------------|--------------|
| <b>LIFT up to 10 lbs.:</b>  | Frequently   |
| <b>LIFT 11-25 lbs.:</b>     | Occasionally |
| <b>LIFT 26-50 lbs.:</b>     | Rarely       |
| <b>CARRY up to 10 lbs.:</b> | Frequently   |
| <b>CARRY 11-25 lbs.:</b>    | Occasionally |
| <b>CARRY 26-50 lbs.:</b>    | Rarely       |

- |                                     |            |
|-------------------------------------|------------|
| <b>REACH above shoulder height:</b> | Frequently |
| <b>REACH at shoulder height:</b>    | Frequently |
| <b>REACH below shoulder height:</b> | Frequently |

### HAND MANIPULATION

- |                   |            |
|-------------------|------------|
| <b>Grasping:</b>  | Frequently |
| <b>Handling:</b>  | Frequently |
| <b>Torquing:</b>  | Rarely     |
| <b>Fingering:</b> | Frequently |

**Controls & Equipment:** Computers, printers, telephone, fax, calculator, security system, handicap transport elevator, motor vehicle.

### OTHER PHYSICAL CONSIDERATIONS

- |                   |              |
|-------------------|--------------|
| <b>Twisting:</b>  | Occasionally |
| <b>Bending:</b>   | Occasionally |
| <b>Crawling:</b>  | Occasionally |
| <b>Squatting:</b> | Occasionally |
| <b>Kneeling:</b>  | Occasionally |
| <b>Crouching:</b> | Occasionally |
| <b>Climbing:</b>  | Occasionally |
| <b>Balancing:</b> | Occasionally |

### WORK SURFACE(S)

Standard office environment; field work.

### DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours								Total Hours							
<b>Sit</b>	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
<b>Stand</b>	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
<b>Walk</b>	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

**Summary of Occupational Exposures:** Some exposure to cleaning fluids, copier tones, natural environmental elements, traffic and road conditions.

**Other Consideration and Requirements:** Employee is expected to dress appropriately for job.