

Town of Scotland, CT
Building Maintainer
Job Description

Job Title: **Building Maintainer**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:

Job Desc. Last Review Date: 8-10-11
(Previously listed as Town Facilities
Maintenance Engineer)

Job Desc. Approved By: **Scotland BOS** Date:

This position is: Elected Appointed Hired

GENERAL DESCRIPTION

The Building Maintainer is responsible for overseeing the maintenance of the mechanical and electrical systems in all town-owned buildings. This person is expected to give advice in prioritizing and coordinating facility repairs, and performing maintenance and minor repairs as directed by the First Selectman or School Superintendent.

JOB DUTIES

1. Schedule and implement preventive maintenance checks for mechanical systems in town facilities.
2. Within the scope of his/her skill level, provide troubleshooting and perform repairs for mechanical systems in municipal facilities.
3. Within the scope of his/her skill level, provide troubleshooting and perform repairs for electrical, plumbing, and other mechanical systems.
4. Make recommendations for contractors for work outside the scope of skills.
5. At the direction of the First Selectman or School Superintendent, arrange and oversee work performed by contractors.

The duties listed above 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.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Under the direct supervision of the First Selectman for all work on town-owned facilities except those under Board of Education control.

Takes direction from the School Superintendent for work in Board of Education facilities.

QUALIFICATIONS

1. Diploma or Certificate in Electrical/Mechanical repair and at least 2 years of relevant building, facilities maintenance and repair experience, or five years relevant of equivalent experience.
2. Good Problem Solving Skills
3. Ability to work independently and possesses good interpersonal skills.

TOOLS AND EQUIPMENT USED

1. Basic tools and equipment needed for HVAC, electrical, and plumbing repairs.
2. Must have a car or truck that can be used in the course of this work.

PHYSICAL DEMANDS

1. Must be able to perform the essential functions of the job with or without reasonable accommodations.
2. Hand-eye coordination is necessary to operate equipment and make repairs.
3. While performing the duties of this job, the employee is frequently required to work in small spaces, basements, outdoors, talk or hear, use hands to finger, handle feel or operate objects, tools, or controls, and reach with hands and arms.
4. The employee is required to stand, walk, stoop, and climb stairs. The employee must occasionally lift and/or move up to 30 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

WORK ENVIRONMENT

1. Town facilities and school building.
2. Outdoors in various weather conditions.
3. May need to make urgent or emergent repairs outside normal business hours, for example, evenings, nights, weekends, or holidays.

HOURS

Work hours are intermittent and sporadic; on demand as needed for repairs. Routine maintenance and inspection duties may be scheduled at times mutually acceptable to the employee, First Selectman or School Superintendant.

COMPENSATION

1. This position is paid on a hourly basis for hours worked. Paychecks are issued in the next payroll cycle after any submitted timesheets.
2. There is no holiday, vacation, sick or personal time/pay benefit.
3. There are no retirement or health insurance benefits associated with this position.
4. Any travel required is compensated at the prevailing IRS rate.

The Town of Scotland is an equal opportunity employer
Employment with the Town of Scotland is “at will.” The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.