



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: DIRECTOR OF FACILITIES MGMT.	PAY RANGE: \$75,000 - \$88,000/yr	CLASSIFICATION/ GRADE: A-9	EEOC ADM
LOCATION: General Services Town Hall	APPLY BY: 4:30 p.m. August 7, 2014	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL FUNCTIONS:

Under the general administrative supervision and direction of the Town Manager, responsible for the renovation, major repair and expansion of all of the Town of Newington's buildings and facilities; responsible for the oversight of maintenance and minor repairs, including but not limited to electrical, mechanical and plumbing systems; organizes and directs staff and/or contractors; responsible for managing all capital improvements projects related to Town facilities as well as preparing and administering Facilities Management budget as well as related capital improvement short and long range budgeting.

- Responsible for preparing and administering Facilities Management budget and capital improvement program; plans short term and long range preventive maintenance programs for Town-owned buildings;
- Analyzes and manages energy consumption; proposes alternates as necessary;
- Responsible for managing all capital projects related to buildings and/or facilities;
- Establishes systematic program for maintaining buildings;
- Prepares application for and administration of State and Federal grants, monitoring disbursement of such funds and preparing the necessary reports to ensure compliance with grant requirements;
- Provides monthly reports, plans and budget tracking;
- Recommends acceptance and oversees contracted work;
- Oversees all code compliance and environmental conditions and regularly inspects buildings and facilities with appropriate local, state and/or federal agencies;
- Develops specifications and cost estimates for contracted services;
- Participates in bid review process to ensure desired specifications are met;
- Purchases materials, supplies and replacement parts as needed;
- Responds to emergency situations, such as but not limited to plumbing or structural failures;
- Responsible for all major operational repairs and alterations, including but not limited to, heating, ventilating and air conditioning (HVAC), and power generation;
- Responsible for reviewing, revising and implementing all routine and preventive facility maintenance programs. Schedules and directs contractors who have been contracted to provide maintenance, repair services or construction;

See attached Job Description for additional functions and requirements.

MINIMUM QUALIFICATIONS:

- Bachelor's or Master's degree in Industrial Management or some closely related field, plus seven years increasingly responsible experience in building and equipment maintenance and repair, with managerial experience.

REQUIRED LICENSE OR CERTIFICATE:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one; and
- State license in related field.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510
www.newingtonct.gov

TOWN OF NEWINGTON

TITLE:	Director of Facilities Management	GRADE:	A-9
DEPARTMENT:	General Services	DATE :	Town Council Approved 4/10/07

POSITION DESCRIPTION:

Under the general administrative supervision and direction of the Town Manager, responsible for the renovation, major repair and expansion of all of the Town of Newington's buildings and facilities; responsible for the oversight of maintenance and minor repairs, including but not limited to electrical, mechanical and plumbing systems; organizes and directs staff and/or contractors who have been contracted to provide major repair services or construction; responsible for managing all capital improvements projects related to Town facilities as well as preparing and administering Facilities Management budget as well as related capital improvement short and long range budgeting.

ESSENTIAL JOB FUNCTIONS:

- Responsible for preparing and administering Facilities Management budget and capital improvement program; plans short term and long range preventive maintenance programs for Town-owned buildings;
- Analyzes and manages energy consumption; proposes alternates as necessary;
- Responsible for managing all capital projects related to buildings and/or facilities;
- Establishes systematic program for maintaining buildings;
- Establishes priorities to meet scheduled, seasonal or emergency needs;
- Prepares application for and administration of State and Federal grants, monitoring disbursement of such funds and preparing the necessary reports to ensure compliance with grant requirements;
- Prepares capital budget recommendations and submits to Town Manager;
- Provides monthly reports, plans and budget tracking;
- Recommends acceptance and oversees contracted work;
- Oversees all code compliance and environmental conditions and regularly inspects buildings and facilities with appropriate local, state and/or federal agencies;
- Develops specifications and cost estimates for contracted services;
- Participates in bid review process to ensure desired specifications are met;
- Purchases materials, supplies and replacement parts as needed;
- Oversees the establishment and maintenance of unit records and files;
- Responds to emergency situations, such as but not limited to plumbing or structural failures;
- Responsible for all major operational repairs and alterations, including but not limited to, heating, ventilating and air conditioning (HVAC), and power generation;
- Responsible for reviewing, revising and implementing all routine and preventive maintenance programs for all Town-owned facilities;
- Schedules, organizes and directs contractors who have been contracted to provide maintenance, repair services or construction;
- Assists in the training of unit employees in maintenance and standard safety procedures;

ADDITIONAL JOB FUNCTIONS

- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of building maintenance, construction, plumbing, electrical, HVAC principles and practices.
- Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of local, state and federal laws, statutes and regulations;
- Considerable knowledge of all building, fire, ADA, OSHA, health codes, etc.
- Ability to maintain comprehensive records, project future infrastructure improvements related to maximum utilization, capability, expansion and increased demands.

- Ability to respond to emergency and non-emergency meetings and site visits with little or no advance notice.
- Demonstrated ability to assign, train and supervise employees and contractors and relate effectively and positively to employees, building occupants and contractors.
- Ability to prepare clear, concise reports.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to read and interpret blueprints and specifications.
- Ability to plan, supervise and inspect building repair and maintenance work.
- Knowledge of preventive maintenance techniques.
- A working familiarity with all trades, building and major construction of public facilities.
- Experience in carpentry, electrical, and plumbing work required.
- Knowledge in asbestos abatement and budget preparation, or in lieu thereof an equivalent combination of above experience, knowledge, skill and training.
- Ability to work closely with Town staff and Town Council members, as well as to serve as Clerk of the Works, committee liaison and staff attendee at project building committee meetings and work-in-progress meetings.
- Strong administrative and computer skills and experience.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Exposure to computer terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 25 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to attend and participate in numerous night meetings during the year.
- Ability to move within Town buildings and facilities and work continuously for extended periods of time.
- Ability to work in office setting subject to continuous interruptions, background noises, heavy traffic flow and heavy work volume expectations and perform outside inspections which may include exposure to fluctuations in temperature and seasonal weather including wetness and humidity.
- Ability to get into and out of an automobile.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Bachelor's or Master's degree in Industrial Management or some closely related field, plus seven years increasingly responsible experience in building and equipment maintenance and repair, with managerial experience.

LICENSE OR CERTIFICATE:

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one; and
- State license in related field.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.