



Position Vacancy

RFP #27-004-01

Position: Maintenance Supervisor

Department: Capital Projects & Facilities Management

Grade: M8 **Full Range:** \$77,683.33 to \$100,491.56
 Anticipated Hiring Range: \$77,683.33 to 84,087.12

Schedule: Monday, Wednesday, Thursday 7:00 a.m. to 3:30 p.m.
 Tuesday 7:00 a.m. to 5:00 p.m.
 Friday 6:30 a.m. to 1:00 p.m.

The City of Framingham is currently a 100% onsite work environment.

This is a full-time (40 hours per week), benefit and overtime eligible position, classified as M-8 on the city's municipal employee classification plan that currently utilizes a predetermined step increase system.

- Position will remain open until filled.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street, and is accessible by the MBTA Commuter Rail and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Position is responsible for the general maintenance, safety, and cleanliness of City-owned buildings and grounds, and the supervision of employees performing similar work. Employee is required to perform all similar or related duties.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Supervises building maintenance staff and performs building maintenance and custodial duties to provide for the safety and cleanliness of City owned building and grounds.
2. Provide preliminary response to requests for skilled building maintenance services in order to clarify more specific nature of maintenance problems and of services required this is 24/7 requirement.
3. Performs the full range of journeyman level carpenter duties in the construction, finishing, and repair of buildings, furniture, and other wood products.
4. With other skilled trade staff in the department, participate in coordination and/or implementation of larger projects requiring multiple trades.
5. Ability to understand and operate citywide computer HVAC monitoring.

6. Prepares for meetings and events as assigned, coordinates with supervisor to determine proper furniture arrangement, technical equipment required, or other needs required.
7. Sets up seasonal or holiday decorations.
8. Set up and breakdown of voting areas for elections.
9. Opens and closes buildings, ensures for the security of buildings, closes and locks windows and doors, sets security alarms, and turns off lights.
10. Removes snow, ice, leaves, dirt and debris from walkways and stairs to maintain safe entry into City buildings for visitors.
11. Performs landscaping work on City grounds.
12. Informs supervisor of the need for supplies.
13. Provides courier services to City officials as required.
14. Attends training as required to perform duties.
15. Changes light bulbs as required.
16. Paints throughout City owned buildings and properties.
17. Stocks and delivers paper supplies to offices located within Memorial Building.
18. Strips, seals, buffs, and waxes floors within City buildings.
19. Raises and lowers flags at City buildings for half-mast notifications.
20. Assists departments with moving files and boxes.
21. Provides cleaning assistance for the work beyond scope of the contracted cleaning service's responsibilities.
22. Cleans City owned parking lots and garages and collects daily revenues from collection boxes/meters/kiosk

Qualifications:

- Must have an Associates' degree, completion of technical training program in a maintenance trade, three to five (3-5) years of experience in maintenance/ custodial oversight or an equivalent combination of education and experience.
- Must have experience in snow removal, such as operating a snow plow and snow blowers.
- Preference will be given to candidates with supervisory experience and journeymen trade work experience. (Carpentry, Plumbing, Electrical, HVAC).
- A candidate for this position is required to have a valid Class D Motor Vehicle Operator's license and an Unrestricted Massachusetts Construction Supervisors License or eligible to be licensed within 6 months of hire and a hydraulic 2A license or eligible to be licensed within 12 months of hire.
- Must be able to obtain satisfactory results of a MA CORI/SCORI background check, and pre-employment substance screening.
- Knowledge of:
 - the use of tools, techniques, equipment, and procedures required in the repair and maintenance of municipal buildings and grounds.
- Ability to:
 - plan and prioritize work.
 - be self-motivated, and perform multiple tasks within a timely manner.
 - access the internet to obtain information in support of department operations.
 - maintain accurate maintenance records and complete work assignments independently.
 - communicate effectively and work cooperatively with supervisors, coworkers, and the public.
- Skills:
 - operating security systems, snow removal and landscaping, and the use of tools and equipment used to perform tasks.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials.

Supervision Required:

Employee works under the general supervision of the Director and Operations Manager of the Capital Projects & Facilities Management Department. Employee is familiar with the work routine and carries out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed. Maintenance Supervisor position may oversee one or more subordinate employees when tasking requires supervision.

Supervisory Responsibility:

Employee, as a regular part of the job, is required to lead other employees to assist them in completing their assigned work. Employee also performs nonsupervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action. The employee supervises three (3) full-time employees and assures the accomplishment of assigned work in the prescribed manner. Plans, schedules, and coordinates work operations to meet schedules, deadlines, and priorities; revises work schedules to meet changes in workload or availability of manpower.

Work Environment:

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Includes working under typical shop conditions or outdoor work which is suspended when weather conditions are poor. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve completing several unrelated tasks within a relatively short period of time. Employee is required to work beyond normal business hours in response to emergency situations on a 24/7 basis.

Occupational Risk:

Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, fire, severe muscular strains from working with heavy materials and/or cleaning equipment, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats or safety boots is required.
