

## City of Claremont, New Hampshire Position Description

**Position Title:** Maintenance Supervisor  
**Reports to:** Finance Director  
**Department:** Finance  
**FLSA Status:** Non-Exempt

**Union/Merit:** Merit  
**Grade Level-Points:** 7 - 350  
**Revised/Updated:** 04/10/05

### Job Summary

This work involves the performance of semi-routine and diversified duties in connection with repairs and maintenance of buildings, grounds and properties requiring many skills found at the journeyman level, such as; carpentry for woodwork repairs, minor plumbing repairs, electrical and painting work. An incumbent is expected to have knowledge of and manual skills in repairing such items as plumbing and heating valves and pipes, electric switches, windows, doors and other wood materials, mechanical equipment, and in carrying out a full set of maintenance duties. May be required to work under adverse conditions such as sleet, snow, heat, cold, dust and dirt. Responds to emergency situations i.e., power failure, plumbing, heating, or vandalism problems. The work performed is subject to review through observation, reports and the results achieved.

The work of the incumbent affects the overall maintenance of the City's major municipal complex and other city owned property. The proper functioning of the office affects the work of others who work in the complex and is a visible indication of City government to the public.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Supervises and directs maintenance staff.
2. Schedules and sets priorities for maintenance and repair work on City buildings and equipment.
3. Screens applicants for maintenance positions. Conducts performance evaluations and makes hiring/termination recommendations to the Finance Director.
4. Assists Finance Director with preparation of maintenance budget and monitors expenses from same.
5. Plans and implements maintenance schedule to reduce outside repair costs.
6. Plans and designs office renovations to best utilize city assets.
7. Secures bids from outside vendors to insure quality and cost effectiveness of supplies and services.

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8. Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion on a frequent basis.
9. Repairs plumbing fixtures and pipes, such as; toilets, sinks, drains, valves and controls.
10. Repairs or replaces electrical switches, outlets, lighting fixtures, circuit breakers, fuses etc as needed.
11. Repairs windows, doors, door frames, locks etc.
12. Repairs alarm systems including controls.
13. Repairs mechanical equipment, such as snow blowers, power mowers, hedge clippers and other pieces generally used by the maintenance force.
14. Draws up specifications, secures and analyzes bid proposals for maintenance projects as well as oversees projects and meetings with contractors.
15. Works with other city departments to help minimize costs and increase efficiency.
16. Assists with building security for outside events.
17. Work with outside agency's to help promote city and city functions.
18. Makes minor carpentry, mechanical and plumbing repairs.
19. Performs touch up and finish painting.
20. Clears snow from entrances and walkways.
21. Picks up and delivers supplies and materials to various offices.
22. Maintains inventory of cleaning supplies, and equipment and orders replacement supplies.
23. Follows all applicable safety rules and procedures
24. Performs errands out of building, such as pick-ups and deliveries.
25. Regularly inspects building, facilities, and equipment and keeps lists of problems to be fixed for funding during budget season. Reports problems needing immediate attention to the Finance Director.

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26. Assists staff in moving and lifting furniture, and equipment.
27. Assembles furniture and equipment.
28. Maintains familiarity with and executes safe work procedures associated with assigned work.
29. Performs other related duties as assigned.

### **Peripheral Duties**

Analyze and recommend improvements to equipment and facilities, as needed.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Completion of a two (2) year technical college program and at least three (3) years experience in a comparable position; *OR* any combination of training and experience that will yield the necessary knowledge, skills and ability for the position.

The incumbent should have building maintenance experience in at least three areas of work; plumbing, electrical and carpentry. While the position does not call for the holding of a journeyman license or certificate in any given trade or craft, an appointee should have personally performed many of the skills normally required of a journeyman and be able to demonstrate their profession. Training in blueprint reading is highly desirable. Incumbent should be able to demonstrate an ability to lift objects of moderate weight.

#### *Necessary Knowledge, Skills and Abilities:*

##### Knowledge of:

- Building cleaning and maintenance work.
- Operational principles of elevators, heating, ventilation and air condition (HVAC) systems, plumbing, mechanical, basic electrical and security systems.
- Tools, procedures, technical skills and safety rules used in the maintenance and repair of buildings, building equipment, and related equipment.
- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

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### Ability to:

- Lift and carry objects weighing from twenty-five to fifty pounds
- Inspect equipment and diagnose mechanical defects.
- Interpret and work from drawings, specifications and other technical materials.
- Work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Work independently and as part of a team.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Work a flexible schedule including evening and weekend hours on occasion.
- Establish and maintain effective working relationships with others.
- Demonstrated ability to communicate both orally and in writing.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

### Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

### **Supervision Received**

The incumbent works under the general supervision of the Finance Director. While all major work requires Director approval, the incumbent is expected to carry out and schedule most activities independently. The incumbent relies mostly on independent judgment for scheduling work and establishing priorities, and is responsible for working within the parameters of the department budget.

### **Supervision Exercised**

The work calls for the incumbent to schedule, assign, monitor and actively participate in the maintenance and upkeep of all City owned buildings as assigned and in particular, City Hall, Police Station, Opera House and the Conference Center. The incumbent supervises two part time custodians as well as, on occasion, work fare participants. The incumbent performs evaluations, as well as giving input in hiring and firing. Although much

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of the required work is maintenance and minor repairs, the incumbent must also be qualified to undertake major renovations “in house” when necessary. The incumbent is also responsible for making recommendations to the Finance Director for maintenance needs which may require Capital Expenditures.

### Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

### Licensing & Certification

Must maintain a valid motor vehicle operator’s license.

### Tools & Equipment Used

Small tools, snow blower, floor stripping equipment, vacuum, various hand tools, ladder and other cleaning/maintenance equipment.

**Typical Work Surface(s):** Table, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Small tools, snow blower, floor stripping equipment, vacuum, various hand tools, ladder and other cleaning/maintenance equipment.

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

**Summary of Occupational Exposures:** The incumbent may be occasionally exposed to copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic and wild animals and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

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LIFT up to 10 lbs.:            Frequently required  
LIFT 11 to 25 lbs.:            Occasionally required

#### OTHER PHYSICAL CONSIDERATIONS

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Twisting:                      Occasionally required  
Bending:                      Occasionally required

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<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Rarely required	<u>Squatting:</u>	Occasionally required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Kneeling:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Grasping:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required	<u>Fingering:</u>	Frequently required

**During an 8-hour day, the Employee is Typically Required to:**

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

**Cognitive and Sensory Requirements:**

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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