BUILDING MAINTENANCE SPECIALIST

Department: DPW                           Salary Grade: PT-11
Reports To: Facilities Coordinator        FLSA Status: Non-Exempt

GENERAL SUMMARY:

Responsible for grounds and buildings for skilled manual work, often accompanied by limited administrative and/or leading, directing and assigning work in varied tasks at the craftsman level. Related work as required. Acts in place of Facilities Coordinator when needed.

Performs a variety of skilled crafts at a level of competence equal to that of a craftsman. Performs all work related to the craft in connection with the operation and maintenance of municipal buildings, equipment and grounds. As part of normal duties, instructs others in the crafts and knowledge of the municipal plant facilities. May assume responsibilities of immediate supervisor during absence of such.

ESSENTIAL JOB FUNCTIONS:

- Performs periodic maintenance and repairs on roof-top exhaust fans and associated equipment. Services unit ventilators, including dampers, thermostats, actuators and sensors. Maintains air-handling equipment and troubleshoots air conditioning units. Performs periodic maintenance on air compressors and related devices. Provides general preventative maintenance on air handling equipment including rooftop units, VAV and Fan powered boxes including filter and belt changes, lubrication and general service and inspection.
- Performs electrical work and layout not requiring a license, including, but not limited to, installation and repair of electric motors, replacement of light fixtures and receptacles.
- Performs plumbing and layout work not requiring a license, including, but not limited to, replacement of plumbing fixtures and valves, repair of water leaks, clearing of waste stoppages, pump and pump seal replacement, lubrication and service of pumps and pump motors.
- Orders and maintains inventory of parts for routine maintenance and repairs; provides services at night or on weekends and holidays at the request and direction of the Facilities Manager. Participates as a member of the established 24 hr. buildings emergency response plan as an equal member of the established personnel rotation. Participates in snow and ice removal efforts from all buildings as assigned. Assists and performs other building repairs and maintenance duties when required.
- Performs trending and alarm analysis on Building Management System Johnson Controls Metasys.
- Performs mechanical work, including but not limited to service, repair and maintenance on gasoline motors; emergency generators both gas and gasoline; outdoor power equipment work.
- Performs scheduled preventive maintenance as well as repairs on building and program related equipment such as kitchen, gym and theatre gear.
- Computerized inventory and scheduling experience.
- Performs other maintenance duties including painting, wall papering; glazing; repair of roofs; resilient and ceramic tile; locks and hardware; rigging and erecting staging as well as working from staging and ladders.
- Performs such other duties as assigned by the Facilities Coordinator or the Operation Manager of

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Buildings & Grounds including overseeing work crews and contractors.

- Expected to take on call rotation as necessary.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

- Frequent periods spent bending, stooping and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnels, crawl spaces, and limited access mechanical rooms.
- Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable positions.
- Regular and sustained periods of strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other hazardous materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.
- Required to participate in Snow and Ice operations, plowing, shoveling and snow blowing etc.
- Travel between municipal buildings.
- High School Graduate.
- Qualifying experience in maintenance and repair work in municipal/commercial/educational buildings of five (5) years or more; or any equivalent combination of education or experience.
- Demonstrated capacity for troubleshooting of building control equipment using diagnostic equipment such as, but not limited to, multimeters, amp meters, manometers, anemometers, and infrared and contact thermometers.
- Ability to carry assigned work to completion. Considerable knowledge of methods and procedures relating to a variety of building general construction and maintenance tasks, and materials and equipment incidental to the work and skill in performing such tasks. Ability to lead, direct, and assigns others in such work.
- MA Drivers License- Grade D or above