

**BUILDINGS & GROUNDS  
MAINTENANCE SUPERVISOR Part-time**

**TOWN OF FREMONT NH**

**Position Purpose:** Manage and oversees (performs as necessary), all routine building and grounds maintenance including snow and ice removal, custodial cleaning, light carpentry, plumbing and electrical work as assigned at all Town owned properties (land and buildings) including parks, museums, historical buildings and recreational fields. Performs minor repairs and responds to emergencies as needed on equipment and facilities. Establish and maintain inspection schedules for all major equipment and services needed for proper operation of all Town buildings and grounds.

**Essential Functions:** *The essential functions, or duties listed below 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.*

**Many of these tasks may be executed by contractors or other part-time staff, but Supervisor should be prepared to oversee (and perform if necessary).**

- Spring and Fall clean up on Town Properties including removing any fallen trees and branches, rake and dispose of leaves keeping entrances clear of debris.
- Snow and ice removal from all walkways, fire exits, stairs, access to propane tanks, generators, trash receptacles and out buildings.
- Mow lawns, weed whacks and rakes as necessary grounds on all properties, keep parks and other areas clean and free of debris.
- Coordinates and ensure completion of needed repairs with outside vendors as needed including irrigation, lawns, parking lots, alarm systems, plumbing, heating, water systems, fencing and buildings.
- Paint floors, walls and building fixtures; performs simple carpentry repairs in the maintenance of Town buildings and recreation field buildings.
- Maintain supply inventories and purchasing or requisitioning necessary supplies and equipment, assisting in details and specifications related to procurement of larger building maintenance items and projects, in coordination with maintenance grounds worker and Select Board's Office Staff. Assist with budget development.
- Project planning, coordination and management.
- Assist with projects throughout the year including special events (Memorial Day and Veterans Day Services, voting setup, other special events or Town gatherings). Unlock/Secure Town Buildings as needed for outside agencies or events.
- Performs other duties as required and assigned relative to Town buildings and grounds.

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- Coordinate documentation inspections and maintenance on Town systems such as HVAC systems, sprinklers, septic systems, grey water holding tank, generators, AED battery replacement among other things.
- Assist with Capital replacement planning.
- Complete miscellaneous projects including installing and removing window air conditioning units, painting, window washing, stripping and waxing floors, and other general maintenance.
- Perform repairs of minor and routine nature in and around all town buildings and properties.
- Routine monthly inspections and maintenance of equipment, emergency lighting and light bulbs, smoke detectors, safety defects, broken objects, alarms, plumbing leaks, or any hazards that may be observed and report to assigned Department Heads and Select Board Office Staff.
- Perform routine preventative maintenance on hand tools and other machinery.
- Maintain a list and order janitorial supplies for all town buildings, including trips to local approved establishments to replenish these items being sure to verify orders with department heads before ordering as needed.
- Demonstrates knowledge of and adheres to all infection control/universal precaution policies, safety policies and safety policies for chemicals and maintain material safety data sheets.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School Diploma or equivalent; training in carpentry, plumbing, electrical and maintenance trades or some experience equivalent.

**Knowledge, Ability and Skill:**

*Knowledge:* Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Basic computer skills.

*Ability:* Establish and maintain working relationships with the public, organizations, departments and Town Officials. Communicate effectively. Multi-task and prioritize assignments, work independently with minimal oversight, and coordinate projects. Perform minor carpentry, masonry and plumbing repairs and recognize need for repairs. Call for and assist any contracted vendors as necessary for repair work in Town buildings or grounds. Coordinate efforts with necessary contracted vendors and other employees. Operate and perform minor servicing and maintenance on light power equipment. Follow written and oral instructions. Reliability in a wide variety of weather conditions necessary.

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- Coordinates and ensure completion of needed repairs with outside vendors as needed including irrigation, lawns, parking lots, alarm systems, plumbing, heating, water systems, fencing and buildings.
- Paint floors, walls and building fixtures; performs simple carpentry repairs in the maintenance of Town buildings and recreation field buildings.
- Maintain supply inventories and purchasing or requisitioning necessary supplies and equipment, assisting in details and specifications related to procurement of larger building maintenance items and projects, in coordination with maintenance grounds worker and Select Board's Office Staff. Assist with budget development.
- Project planning, coordination and management.
- Assist with projects throughout the year including special events (Memorial Day and Veterans Day Services, voting setup, other special events or Town gatherings). Unlock/Secure Town Buildings as needed for outside agencies or events.
- Performs other duties as required and assigned relative to Town buildings and grounds.



**BUILDINGS & GROUNDS  
MAINTENANCE SUPERVISOR Part-time**

**TOWN OF FREMONT NH**

- Coordinate documentation inspections and maintenance on Town systems such as HVAC systems, sprinklers, septic systems, grey water holding tank, generators, AED battery replacement among other things.
- Assist with Capital replacement planning.
- Complete miscellaneous projects including installing and removing window air conditioning units, painting, window washing, stripping and waxing floors, and other general maintenance.
- Perform repairs of minor and routine nature in and around all town buildings and properties.
- Routine monthly inspections and maintenance of equipment, emergency lighting and light bulbs, smoke detectors, safety defects, broken objects, alarms, plumbing leaks, or any hazards that may be observed and report to assigned Department Heads and Select Board Office Staff.
- Perform routine preventative maintenance on hand tools and other machinery.
- Maintain a list and order janitorial supplies for all town buildings, including trips to local approved establishments to replenish these items being sure to verify orders with department heads before ordering as needed.
- Demonstrates knowledge of and adheres to all infection control/universal precaution policies, safety policies and safety policies for chemicals and maintain material safety data sheets.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School Diploma or equivalent; training in carpentry, plumbing, electrical and maintenance trades or some experience equivalent.

**Knowledge, Ability and Skill:**

*Knowledge:* Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Basic computer skills.

*Ability:* Establish and maintain working relationships with the public, organizations, departments and Town Officials. Communicate effectively. Multi-task and prioritize assignments, work independently with minimal oversight, and coordinate projects. Perform minor carpentry, masonry and plumbing repairs and recognize need for repairs. Call for and assist any contracted vendors as necessary for repair work in Town buildings or grounds. Coordinate efforts with necessary contracted vendors and other employees. Operate and perform minor servicing and maintenance on light power equipment. Follow written and oral instructions. Reliability in a wide variety of weather conditions necessary.

**BUILDINGS & GROUNDS  
MAINTENANCE SUPERVISOR Part-time**

**TOWN OF FREMONT NH**

*Skill:* Excellent planning and organizational skills. Exceptional customer service skills. Good judgment and integrity. Proficient at interpersonal and problem-solving skills. Attention to detail required.

**Physical Requirements:** *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 essential functions.*

Regularly required to walk, stoop, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up equipment, supplies, tools, and other common office/grounds maintenance objects. Frequently lifts and/or moves objects weighing up to 75 pounds such as materials, equipment, supplies. Crouching, crawling, walking, climbing ladders and exposure to all outdoor weather conditions required. Vision and hearing at or correctable to normal ranges. Protective gear such as gloves, safety glasses, hearing protection, work boots, reflective outerwear may be required for safety. Must be able to drive a vehicle and possess a valid New Hampshire driver's license.

**Supervision:** *Supervision Scope:* Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems.

*Supervision Received:* Works under the general direction of the Town Administrator.

*Supervision Given:* Supervise other maintenance staff. Oversee contractors engaged for work at various locations in Town as needed.

**Job Environment:** Work is performed under typical indoor and outdoor conditions; the noise level is moderate; some work could be outside of normal business hours. Some on-call work related to weather conditions and potential for emergency repairs.

Operates lawn equipment, hand tools, power tools, ladders, shovels, rakes, weed whacker, snowblower and other maintenance and repair equipment, as well as general office equipment. Employee will have contact with the public, Town Departments, Officials, and Town employees. Contacts are in person, by telephone, text messaging, and by email and involve an information exchange dialogue.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**BUILDINGS & GROUNDS  
MAINTENANCE SUPERVISOR Part-time**

**TOWN OF FREMONT NH**

**Position Purpose:** Manage and oversees (performs as necessary), all routine building and grounds maintenance including snow and ice removal, custodial cleaning, light carpentry, plumbing and electrical work as assigned at all Town owned properties (land and buildings) including parks, museums, historical buildings and recreational fields. Performs minor repairs and responds to emergencies as needed on equipment and facilities. Establish and maintain inspection schedules for all major equipment and services needed for proper operation of all Town buildings and grounds.

**Essential Functions:** *The essential functions, or duties listed below 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.*

**Many of these tasks may be executed by contractors or other part-time staff, but Supervisor should be prepared to oversee (and perform if necessary).**

- Spring and Fall clean up on Town Properties including removing any fallen trees and branches, rake and dispose of leaves keeping entrances clear of debris.
- Snow and ice removal from all walkways, fire exits, stairs, access to propane tanks, generators, trash receptacles and out buildings.
- Mow lawns, weed whacks and rakes as necessary grounds on all properties, keep parks and other areas clean and free of debris.
- Coordinates and ensure completion of needed repairs with outside vendors as needed including irrigation, lawns, parking lots, alarm systems, plumbing, heating, water systems, fencing and buildings.
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**BUILDINGS & GROUNDS  
MAINTENANCE SUPERVISOR Part-time**

**TOWN OF FREMONT NH**

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**Recommended Minimum Qualifications:**

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**BUILDINGS & GROUNDS  
MAINTENANCE SUPERVISOR Part-time**

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