

# TOWN OF LYNNFIELD - DEPARTMENT OF PUBLIC WORKS

## NOTICE OF AVAILABILITY OF POSITION

### FACILITIES SUPERINTENDENT - MAY 2024

The Lynnfield Public Works Department is a service driven department that operates in an extremely fast paced environment and responds to numerous inquiries on a wide range of subject matters on a daily basis. This position requires an energetic, pro-active professional and knowledgeable person to balance and prioritize situations and complete work under the direction of the Director of Public Works. The Facilities Superintendent provides leadership assistance to the Director in the planning, coordination and management of all town owned facilities and maintenance responsibilities of the Department and executes work as needed to make repairs and upgrades as required.

#### **DISTINGUISHING CHARACTERISTICS FEATURES & REQUIREMENTS:**

1. This is a highly responsible advanced technical position which assists the Director of Public Works in problem solving, preparing cost estimates and program development to address infrastructure needs both long and short term for each facility.
2. This position requires independent judgment, initiative and decision making along with frequent contact with other agencies, boards, department heads, school personnel, private contractors and the public.
3. This position performs maintenance/repair duties and small projects as required throughout all School and Town properties under the control of Public Works including construction, repair of structures, buildings, fixtures, equipment and other articles in accordance with all safety regulations and requirements.
4. The Superintendent assists in providing leadership and direction for the facility mechanical functions including the daily planning, scheduling, supervision and oversight of heating, ventilation, air conditioning, mechanical, electrical, refrigeration and alarm systems; building equipment, contracts and vendors. The Superintendent is responsible for ensuring operations and assignments of systems meet all service goals and all department standards and requirements, including financial, quality, safety, procurement and environmental.

**EXAMPLES OF DUTIES:** *-The duties listed are for illustration purposes only. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Assesses, monitors and completes facility repairs to ensure cost effectiveness; code requirements and establishes criteria and priority for repairs;
- Monitors school & municipal building emergencies including mechanical, electrical, plumbing, HVAC equipment breakdown & malfunctions;
- Supervises, coordinates, reviews and performs the work performed by hired contractors in the construction and mechanical trades including HVAC, plumbing, carpentry, painting, electrical, as well as fire and security alarms;
- Supervises, coordinates, reviews and performs the work performed by union Public Works municipal maintenance specialists;
- Assures projects are completed in compliance with applicable codes, specifications, standards, time schedules and budgets;
- Investigates and responds to school administrators and staff including building complaints and requests;

- Address staff personnel problems and situations such as grievances, inefficiency and effectively;
- Coordinates some setup requirements for town meetings and other public meetings as needed;
- Purchasing sufficient and appropriate custodial supplies and products for proper municipal building operations;
- Keep an accurate updated inventory of supplies;
- Work effectively with the DPW Office Manager, DPW Operations Manager, Assistant Director of School Operations in the performance of their duties. Fill in for the Assistant Director of School Operations position in his absence;
- Perform other duties as assigned by the Director of Public Works;
- Conduct various repairs and upgrades to school and municipal buildings i.e. door and door hardware repairs and installation; repairs of walls, floor and ceiling systems; repair of windows, hardware and window treatments; various carpentry repairs and installations as required; repairs to furniture, tables and other school and office furnishings;
- Perform small scale interior renovation projects as required i.e. construct new walls, doors, windows, etc. Acquire necessary permits for such work from local Inspectional Service Office and make sure that work is conducted in accordance with all applicable state codes;
- Basic dry wall installation, repairs, joint compounding and painting when and where necessary; installation of insulation as required;
- Perform minor wall and ceiling repair; painting as required;
- Various flooring system repairs including but not limited to VCT tile and carpet removals, repairs and installations;
- Perform and be proficient in maintaining HVAC equipment which includes troubleshooting control issues, refrigerant removal/replacement, filter change, motor/bearing replacement, actuator replacement, pneumatic controls calibration/repair, oil and NG boiler systems, steam and hot water heating systems and chilled water systems;
- Ability to work thru multiple Energy Management Systems to make adjustments/calibrations/reports;
- Ability to train custodians in EMS Systems, Programing and Basic Maintenance Requirements;
- Removal of snow and ice from municipal and school grounds, exterior stairs and walkways using manual tools and small power equipment and the sanding of all iced areas. Will be responsible to assist in plowing and sanding of municipal and school grounds;
- Responsible to prepare, maintain and submit reports and logs of operations work and other reports conforming to Town or other regulatory requirements;
- Assists in the preparation & tracking of operating, maintenance, capital improvement and capital expenditure plans and budgets and in the development & implementation of department methods, policies & systems;
- Manages in accordance with town employee policies and collective bargaining agreements of unions.

**ESSENTIAL FUNCTIONS OF THE JOB:** *-Essential functions may include but are not limited to the following:*

- This position is responsible for the daily operation, coordination and execution of the maintenance of municipal facilities in order to provide clean, safe, efficient, environmentally healthy and structurally sound facilities;
- The Facilities Superintendent shall work directly with the Director of Public Works to ensure that all town facility building envelopes and mechanical, electrical, plumbing and HVAC systems and equipment are well maintained and preventative maintenance plans are in place;

- This position requires good sound judgment and time management skills when directing municipal custodial and maintenance staff as well as private contractors hired to perform facilities work;
- Strong HVAC knowledge and the daily operation of energy management software is an essential part of this position. Knowledge on how to tackle a facilities problem and then follow through the successful coordination of resolving the problem is essential;
- Must be available for mandatory response during building emergencies and also during snow, ice, windstorm, or any other urgent or emergency situation and for any other public works duties required;
- Create, manage and execute all facility preventive maintenance programs for electrical, plumbing and mechanical systems; elevators and lifts, alarm and fire protection, emergency power systems, septic systems & pest control;
- Coordinates the department's energy use program including assisting the DPW Director with budgeting for utilities; monitoring fuel oil, gas and electrical use; making recommendations for and implementing program of installing or upgrading energy efficient devices, material and supplies;
- Manage facility utility systems so as to maximize energy conservation standards and in accordance with energy plans and programs in order to provide proper environmental conditions with cost effective energy utilization; will be responsible for the HVAC controls, lighting controls and energy tracking computer systems (EMS) in order to achieve this purpose;
- Assist in management of special projects and initiatives that involve public facilities including, but not limited to, possible Energy Performance Contract arrangements for public facilities;
- Coordination with Town agencies and private groups regarding special events and activities and providing necessary support for these activities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum (5) years' experience operating energy management systems and ability to determining HVAC problems and solutions;
- Ability to effectively communicate both orally and in writing with the Public Works Director, town boards, school officials/principals, other public officials, contractors, community groups and the general public;
- Ability to prepare and present clear and concise reports;
- Knowledgeable of local, state and federal laws, regulatory codes and professional standards applicable to building maintenance, custodial supplies & chemicals;
- Ability to read and interpret building plans, technical sketches and specifications;
- Knowledge of all phases of physical plant operations: maintenance and repair, planning, scheduling, safety practices, record keeping and report writing experience;
- Technical knowledge and skills in working with air-conditioning and heating systems: daily operations of energy management software to control the physical environment;
- Proficiency in the use of Microsoft Office;
- Ability to accurately estimate budgetary maintenance costs and properly fill out purchase orders in a timely manner;
- Ability to multi task;
- Ability to follow direction and ensure that all department and town policies, directives etc. are followed by employees;
- Must possess the ability to establish and maintain effective working relationships with department personnel, administrators, school personnel, staff, town officials and the public;
- Knowledgeable of cleaning products and equipment and the ability to ensure proper training is provided to the staff on the proper use and safe application of these products and/or equipment;

- Knowledge of tools, materials, methods and terminology used in maintaining municipal building facilities.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL STANDARDS:**

- Must have the ability to stand for extended periods of time;
- Physical agility to lift and carry 50 pounds; to bend, to stoop, to walk and reach overhead;
- Regular periods supervising or inspecting in non-office environments including garages, municipal & school buildings;
- Regular periods spent outside subject to weather conditions while directing or inspecting work;
- Frequent walking, standing & typing. Occasional requirement for sustained uncomfortable physical positions and climbing;
- Some exposure to high noise and vibration levels from heavy equipment and machinery;
- Exposure to potentially hazardous chemical solutions;
- Frequent time spent at computer monitors;
- Frequently reading and writing reports, correspondence, instructions, plans and specifications;
- Must be able to distinguish between different colors of the rainbow;
- Frequent conversations with other individuals both in person and on the phones. Requires the ability to hear alarms and operation of plant machinery;
- Frequently communicates with other individuals in person, over the phone or occasionally on a two-way radio;
- Occasionally appears before a public board, internal school/town administrative meetings to speak about building issues;
- Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices;
- Ability to work through stressful situations such as daily staffing issues and/or building HVAC problems.

### **LICENSES, CERTIFICATES & REGISTRATIONS:**

- Must have and maintain a valid Massachusetts Driver's License; Massachusetts construction license (or other trade license) is desirable; OSHA training is desirable.

### **SPECIAL REQUIREMENTS:**

- Subject to a criminal background check and CORI prior to employment;
- Ability to respond to emergency calls after hours and resolve issues by phone or by responding in person to said emergency.;
- Knowledge of Massachusetts Building Codes required; ability to interpret applicable code requirements and apply;
- Possession of Massachusetts Refrigeration Contractor License desirable;
- Hand and power tools to be provided by the Town as needed.

### **PERSONAL CHARACTERISTICS:**

- The individual must be a team orientated, energetic problem solver with outstanding communication skills. The individual must have demonstrated leadership ability along with vision and possess a positive

attitude with energy and an interest in continuously improving all activities and operations. The individual must be able to work effectively with a union workforce, private contractors and vendors, engineering consultants, fire, police, school and other Town departments and state and federal agencies. S/he is a motivator who is also able to solve difficult, technical challenges in the field as well as work cooperatively in an organized and structured team approach. The individual must be comfortable working with members of the public and must possess a strong work and safety ethic and impeccable integrity.

- The ideal candidate will possess qualifications that include seven years of increasingly responsible experience, including two years of administrative and supervisory responsibility preferably in a public environment. S/he must be able to demonstrate direct supervisory experience or training in personnel management; knowledge in computerized and pneumatic HVAC controls, lighting controls and energy management building systems; experience in the management of union personnel; experience in winter emergency snow operations; experience in the maintenance of facility utility systems; must possess a valid Massachusetts driver's license; must have a working knowledge in the use of personal computers (Microsoft office).
- Must have basic knowledge in public procurement policy; procurement certificate classes preferred.