



TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317

Position: Facilities Manager

Posted: April 2, 2018

Application period ends: April 16, 2018

General Statement of Duties

The Town of Suffield seeks qualified applicants for the position of Facilities Manager. This is a full-time salaried position that reports to the Facilities Director. Position performs a variety of skilled, technical, supervisory and administrative work in planning, construction, operation, repair and maintenance on Town properties. Responsible for special construction/maintenance projects and assisting town-wide engineering as necessary involving 13 Town and 4 Board of Education buildings.

Example of Duties

- Acts as a special projects coordinator by managing aspects of building renovation projects including, preparing requests for proposals, conducting pre-bid conferences, administering contracts, preparing reports and providing updates.
- Establishes and oversees the preventative maintenance programs for all Town buildings/properties including conducting periodic inspections to ensure proper operation, maintenance and safety, performs basic repairs and fixes minor problems in mechanical systems, assesses when outside contractors are needed, contacts contractors for services as needed, and reviews work by contractors to ensure satisfactory completion.
- Assists with storm water management regulatory requirements.
- Coordinates with the State of Connecticut on Tier II environmental reporting and compliance.
- Prepares reports and maintains data required for grant compliance.
- Assists the Facilities Director with annual departmental and project budget preparations.
- Performs other related work as assigned.

The successful candidate for this position must:

- Work independently and will receive guidance and supervision from the Facilities Director.
- Have strong interpersonal, communication, organization and problem solving skills.
- Be knowledgeable of building construction, mechanical drawings, maps, blue prints, carpentry, and electrical, heating, mechanical and plumbing systems.
- Have the ability to troubleshoot mechanical problems.

Minimum Qualification

College degree preferred and three (3) to five (5) years' experience as a master tradesman in any one of the following building trades: plumbing, heating, electrical, or carpentry, at least five (5) years' experience as a general contractor, must have experience and familiarity with commercial contracting, knowledgeable in State Department of Education construction procedures. Formal training preferred in

civil, mechanical, or electrical engineering or equivalent experience in supervision and the maintenance and repair operations of buildings.

Experience and demonstrated ability to work with architects and engineers in securing proper design specifications as they relate to bid documents, and to administer those documents through contract. Must possess a valid driver's license and OSHA 30 certification or must obtain such certification within one (1) year of appointment. Failure to obtain such certification within the required timeframe will result in termination of employment.

Supervision

Works under the supervision of the Facilities Director

Compensation and benefits

\$65,000 annually • 13 paid holidays per year • paid sick and vacation days • medical, dental and vision insurance • defined contribution plan with Town match • short-term disability, long-term disability and life insurance

How to apply

This position is available immediately. Applications can be found on the Town of Suffield web page www.suffieldct.gov under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Director of Human Resources, 230C Mountain Road, Suffield, CT 06078, kziemba@suffieldct.gov

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process.