

**Town of Provincetown, Massachusetts**  
**GRADE 11 NON-UNION POSITION**  
**DPW Facilities Manager Job Description**

**Definition:**

Administrative, technical, and supervisory work in managing the maintenance, repair, renovation and construction of Town buildings and facilities; all other related work as required.

Performs varied responsible duties which require the exercise of considerable judgment and initiative in planning and implementing programs, determining the scope and scheduling of projects, managing facilities, and dealing with various departments, contractors and the general public.

**Supervision:**

Works under the administrative direction of the Deputy Director of Public Works and in accordance with town policies and applicable state laws and regulations.

May supervise full-time, part-time, and seasonal technical and labor employees depending on project requirements.

The employee is expected to solve problems or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Job Environment:**

Work is performed both in a typical office setting and outdoors with exposure to various and often hazardous and unpleasant weather conditions.

Operates automobiles and light trucks; operates a variety of equipment which includes hand and power tools; operates computers, mobile communications devices and standard office equipment.

Makes frequent contact with engineers, state, county and federal agencies and various town employees and officials on administrative and policy matters; communicates on a regular basis with Town department managers; makes occasional contact with the general public to explain projects and operations and to respond to inquiries; serves on staff

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committees. Contacts are by phone, in person and in writing and require the ability to influence actions, resolve problems and discuss complex administrative and technical matters.

Work generally contains one or more constant elements of stress such as being on call for 24 hours or being under prolonged pressure during emergency situations. Employee may be required to work beyond normal business hours in response to emergency situations.

Errors could result in lower standards of service, adverse public relations and cause damage to persons and property, substandard construction, inadequate maintenance programs and waste of public funds.

**Essential Functions:**

*(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.)*

Provides for the repair and maintenance of all Town buildings, facilities, and related equipment (except those overseen by Provincetown Schools), involving architectural, structural, electrical, plumbing, HVAC, and sewage disposal systems; oversees cleaning, maintenance and repair of all municipal facilities including capital repair program.

Monitors preventive maintenance schedules; ensuring that periodic inspections, repairs and maintenance are carried out in a timely manner. Ensures compliance with federal, state, and local codes and regulations, coordinates annual safety inspections; maintain records for all insurance inspections.

Assists in the training, and evaluation of maintenance and custodial staff; may supervise shared department staff and volunteers. Ensures compliance with the Mass. Right-to-Know law and other employee health and safety regulations and guidelines relating to the maintenance and repair of public buildings and facilities.

Assists the Deputy Director in coordinating work schedules with other town departments and local public utilities and ensuring that all projects are completed with high quality and in a timely manner. Prioritizes responses to building issues, equipment breakdowns and other emergency situations and responds with promptness, efficiency, courtesy and attention to the needs of the individuals involved.

Assists with development and administration of operating and capital budgets relating to the maintenance of buildings and facilities; prepares the appropriate sections of the annual report of the department; purchases equipment and supplies within budgetary

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constraints and in compliance with procurement laws and department policies; monitors expenditures throughout the year.

Prepares or reviews specifications for contracts relating to the repair, renovation and construction of municipal buildings and facilities; coordinates with finance and administrative staff to ensure compliance with public procurement laws; maintains effective working relationships with consultants, architects, engineers, and builders. Prepares activity reports as required; prepares other reports or documents necessary for the orderly management of public procurement as it relates to buildings and facilities.

Monitors and tracks utility usage; develops and implements energy efficiency programs; recommends energy efficient renovations and equipment to minimize costs; implements best practices to minimize the environmental impacts of the maintenance, repair and operation of public buildings and facilities.

Coordinates climate control and custodian coverage with event coordinator for venues and special events held within public buildings.

Acts as staff liaison to boards and committees as requested by the Director.

Works cooperatively with all departments to assure safe, effective and efficient municipal operations and administration.

Performs similar or related work as required, directed or as situation dictates.

**RECOMMENDED MINIMUM QUALIFICATIONS**

**Education and Experience:**

Bachelor's Degree in Civil Engineering or related field; minimum of seven years' experience in building and facilities maintenance and construction, at least three of which are in a supervisory capacity; or any equivalent combination of education and experience.

Massachusetts Class D motor vehicle operator's license is required.

**Knowledge, Ability and Skill:**

Considerable working knowledge of the principles, practices and techniques of building and facility maintenance, construction and repair. Considerable working knowledge of the public procurement process, especially the provisions of M.G.L. Chapters 7 and 149, including the preparation of specifications for designer selection, contract work and invitations to bid.

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Ability to enforce rules and regulations firmly and impartially. Ability to work with the general public and local, state and federal agencies. Ability to communicate and work with others, both orally and in writing. Ability to read, understand, and interpret technical documents such as road layouts, plans, and specifications. Ability to prepare and submit grant applications. Ability to operate equipment including hand and power tools and technical measurement devices.

Thorough knowledge of the materials methods and techniques relative to public works projects; knowledge of snow and ice control techniques and practices; detailed knowledge of the physical characteristics of the Town's water system, drainage and road system. Knowledge of building operations and maintenance as well as fleet maintenance and management.

General knowledge of civil engineering methods and techniques as applies to the construction and maintenance projects of the public works; general knowledge and ability to read and understand engineering plans and contracts.

General knowledge of computers and public works software applications to include knowledge of the water and wastewater billing system; must have proficient knowledge of excel and word.

The ability to plan, assign, delegate and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations; the ability and skill to deal with employees tactfully and effectively within the union contract and the Town's personal rules and regulations.

Ability to coordinate multiple public works activities and projects effectively supervise personnel; to prepare comprehensive verbal and written memos and reports; and establish and maintain effective working relationships with fellow employees and the general public.

Ability to be a positive leader with experience leading, facilitating, teaching and coaching teams of people in successful endeavors; the ability to understand and apply present regulations for personnel behavior in the work place and to set an example of propriety and decency teaching employees proper behavior and stopping improper behavior at first knowledge.

**Physical Requirements:**

Essential functions principally involve sitting to perform work tasks, with intermittent periods of stooping, walking and standing. There may also be some occasional lifting of objects up to 25 lbs. Work may require some agility and physical strength, such as

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moving in or about construction sites or over rough terrain, and moderate physical effort when supervising work in the field.

Hearing must be within normal ranges in order to detect audible warnings.

Visual demands include routine reading of electronic screens, documents and plans for general understanding and for analytical purposes. The employee must be able to conduct visual inspections while in the field. The employee must be able to distinguish colors.

*(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.)*