

SUPERVISOR OF CONTRACTS MANAGEMENT

Position Purpose:

The purpose of this position is to manage, administer and supervise the operations of outside vendors providing contracted services to the Town's consolidated Facilities Department. The consolidated Facilities Department is responsible for the efficient maintenance and operation of Town and School buildings. This position will be responsible for managing outside vendors that provide preventative maintenance services as well as vendors that perform construction, renovation or repairs projects. This position will also assist in the development and implementation of capital projects.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the administrative direction of the Director of Facilities; only unusual situations or questions are referred to supervisor.

Supervision Given: None.

Job Environment:

General office conditions, field work is performed outdoors with some exposure to variable weather conditions/hazards associated with construction sites. The workload is subject to seasonal and weather-related fluctuations, responds to emergencies.

Operates telephone, computer, hand power tools, survey equipment and standard office machines. Regularly operates an automobile/light truck.

Makes frequent contacts with other town employees, town committee members, contractors, architects, and vendors. Contacts require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to all department related confidential information which requires the application of appropriate judgment, discretion and professional protocols.

Errors in judgment may result in significant time loss and delay, cause long-lasting damage to buildings and/or equipment, have financial/legal repercussions, and result in serious personal injury and injury to others.

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.)

Executes the policies set forth by the Town Administrator pertaining to the maintenance of buildings and facilities; ensures proper functionality of life-safety equipment; administers repairs and upkeep, capital improvements, and proper operations. Plans and directs programs, policies and procedures of the department.

Plans department's seasonal and long-range work program; plans capital improvements, repairs, maintenance and construction projects for playgrounds, common grounds and buildings.

Develops and implements a preventive maintenance program for all buildings, grounds, facilities, and equipment; directs the repair, maintenance, renovation and replacement of buildings and facilities. Plans, organizes and directs the preventive maintenance of building systems including, but not limited to, electrical and mechanical systems involving air conditioning, heating and ventilation, and associated utilities as well as the maintenance and operation of building utility systems involving domestic and chilled water, security, telephone, fire alarm and fire protection, electricity, gas, storm and sanitary systems, building envelope, etc. Makes site visits to all buildings and facilities to inspect work. Exercises initiative in anticipating maintenance issues and problems that will confront the Department. Addresses specific scheduled and unscheduled maintenance tasks through the use of a network based work order system. Works closely with the Supervisor of Building Maintenance to coordinate preventative and unscheduled maintenance tasks that may involve the participation of in-house maintenance and custodial staff.

Develops and recommends department annual operating budget and capital improvement budget; monitors and approves expenditures. Oversees and monitors certain fiscal operations including, report preparation, and administration of fiscal accounts and records of the budget line items pertaining to contract services. Prepares grant proposals and applies for other funding options and administers funds received.

Monitors energy consumption and makes recommendations for energy efficiency projects. Manages implementation of measures funded through Green Communities program.

Assists the Director of Facilities in developing long-range capital improvement plans; originates capital improvements and oversees execution of approved projects; prioritizes maintenance projects and develops reports.

Oversees all contractual and architectural, engineering and other professional consultants working on specific projects; oversees and inspects construction, repair and renovation work completed by contractors.

Prepares specifications for the purchase of supplies, materials and equipment needed for department maintenance; reviews equipment inventory.

Maintains communication and coordinates with other Town departments regarding construction or maintenance projects.

Responds to inquiries from the public and other sources regarding department operations or facilities; answers questions, provides information, responds to, investigates and resolves complaints.

Provides technical support to town officials and others; attends meetings of Town boards and committees; serves as department liaison.

Prepares a variety of reports, records, correspondence and memos including department annual report, requests for proposals, budgets and capital requests.

Attend seminars and conventions related to modern methods, tools, and practices related to maintenance. Interpret and apply federal, state and local policies, codes, laws and regulations.

Assists the Director of Facilities regarding reviews of construction documents for both new construction and renovation projects.

Assist in the coordination of snow removal efforts from Town and School buildings.

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

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in Construction, Architecture, Engineering or a related field with five years of progressively responsible building and facilities management, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires possession of a Class D motor vehicle operator's license; Construction Supervisor's License strongly desirable. Experience with Building Management Systems (BMS) and Energy Management Systems (EMS) strongly desirable.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of department procedures, practices and terminology. Good working knowledge of the use of office computers. Knowledge of accounting techniques.

Ability: Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Requires the ability to communicate orally and in writing with the Director of Facilities, Town Administrator, Superintendent of Schools, Board of Selectmen, committees, co-workers, regulatory agencies, contractors, consultants, subordinate personnel, residents and facility users. Ability to maintain detailed budget accounts, financial records, and clerical records.

Skill: Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Proficiency in MS Word and Excel. Excellent customer service skills. Excellent written and oral communication skills as well as organizational skills.

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, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

(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.)