

Town of Scotland, CT
Town Facility Maintenance Engineer
Job Description

Job Title: **Town Facility Maintenance Engineer**

FLSA: Exempt Non-Exempt

Job Desc. Effective Date:8-10-11

Job Desc. Last Review Date:8-10-11

Job Desc. Approved By: **Scotland BOS** Date:August 10, 2011

This position is: **Elected** **Appointed** **Hired**

GENERAL DESCRIPTION

The Town Facility Maintenance Engineer is responsible for maintaining the Heating, Ventilation, and Air Conditioning (HVAC) and other mechanical systems for Town structures including the School. This person is expected to give advice in prioritizing and coordinating facility repairs.

JOB DUTIES

1. Schedule and implement preventive maintenance checks for school and town facility HVAC systems.
2. Within the scope of his/her skill level, provide troubleshooting and repair for HVAC systems.
3. Within the scope of his/her skill level, provide troubleshooting and repair for electrical, plumbing, and other mechanical systems.
4. Make recommendations for repair persons or contractors for work outside the scope of skills.
5. At the direction of the First Selectman or School Superintendent, liaise and co-ordinate with contractors.
6. Oversee/ensure proper completion of work performed by contractors.

The duties listed above 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.

SUPERVISION GIVEN

None

SUPERVISION RECEIVED

Under the direct supervision of the First Selectman for all work on municipal buildings except those that are school related.

Takes direction from the School Superintendent for any buildings under the control of the Board of Education.

QUALIFICATIONS

1. Diploma or Certificate in Electrical/Mechanical repair and at least 2 years of relevant building, facilities maintenance and repair experience or equivalent.
2. Good Problem Solving Skills
3. Ability to work independently and possesses good interpersonal skills.

TOOLS AND EQUIPMENT USED

1. Basic tools and equipment needed for HVAC, electrical, and plumbing repairs.
2. Must have a car or truck that can be used in the course of this work.

PHYSICAL DEMANDS

1. Must be able to perform the essential functions of the job with or without reasonable accommodations.
2. Hand-eye coordination is necessary to operate equipment and make repairs.
3. While performing the duties of this job, the employee is frequently required to work in small spaces, basements, outdoors, talk or hear, use hands to finger, handle feel or operate objects, tools, or controls, and reach with hands and arms.
4. The employee is required to stand, walk, stoop, and climb stairs. The employee must occasionally lift and/or move up to 30 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
6. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

WORK ENVIRONMENT

1. Town facilities and school building.
2. Outdoors in various weather conditions.
3. May need to make urgent or emergent repairs outside normal business hours, for example, evenings, nights, weekends, or holidays.

HOURS

Work hours are intermittent and sporadic; on demand as needed for repairs. Routine maintenance and inspection duties may be scheduled at times mutually acceptable to the employee, First Selectman or School Superintendent.

COMPENSATION

1. This position is paid on a hourly basis for hours worked. Paychecks are issued in the next payroll cycle after any submitted timesheets.
2. There is no holiday, vacation, sick or personal time/pay benefit.
3. There are no retirement or health insurance benefits associated with this position.
4. Any travel required is compensated at the prevailing IRS rate.

The Town of Scotland is an equal opportunity employer
Employment with the Town of Scotland is "at will." The Town does not offer tenured or guaranteed employment. Either the Town or the employee may terminate the employment relationship at any time, with or without cause; with or without notice.