



**Town of New Milford**  
***Personnel Department***  
10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860)-355-6031

**Town of New Milford**

**JOB CLASSIFICATION DESCRIPTION**

**Job Title:** Facilities Maintenance Lead Technician  
**Department:** Public Works Department

NUTMEG Union– 40 Hrs. /Wk.

**Job Summary:** This job classification is accountable for performing lead maintenance and custodial services for the Facilities Maintenance Division.

**Supervision Exercised:** Leads assigned maintenance and custodial staff; also monitors and reviews work performed by contract employees as assigned.

**Supervision Received:** Receives general direction from the Director of Public Works or his/her designee

**Examples of Essential Duties:**

- Arranges alternative plans for areas and services disrupted during construction and/or repair.
- Coordinates and schedules routine maintenance needs of the division and performs routine and special work as assigned by the Director of Public Works.
- Coordinates staffing to address emergency conditions in buildings; coordinates arrangements for deliveries of materials and access to area by workers.
- Determines priorities and plans building and grounds maintenance work.
- Develops or makes recommendations on development of policies and standards.
- Ensures proper security of property, materials, and equipment; establishes and maintains building maintenance procedures.
- Identifies and evaluates problems with assorted building systems and plans effective action.
- Inspects buildings and equipment to determine repair and improvement needs.
- Maintains inventories of tools, equipment, supplies and orders or requisitions when needed, possibly requiring interaction with vendors.
- Orders and maintains materials and supplies.
- Oversees and assists with the maintenance tasks, which may be more complex in difficulty; oversees routine maintenance work and emergency repairs on boilers, electrical, HVAC, plumbing, structural and other components of buildings; oversees the maintenance of equipment and buildings in cooperation with other maintenance and custodial personnel.
- Performs specialty and minor repair work and light construction work (e.g., patch masonry and drywall, carpentry, painting, minor plumbing repair, lock repair, wall plug and light starters, etc.).
- Processes invoices, purchase orders and all necessary paperwork for any materials and supplies ordered for the department.
- Provides direction to and distributes work assignments to the facilities technician staff.
- Executes requisitions and prepares technical specifications; prepares periodic written reports to Director of Public Works on the status of various systems and progress of major projects.
- Provides staff training and assistance. Schedules, assigns, oversees and reviews work of staff.

- Receives repair requests, makes estimates of time and materials to meet requests and prioritizes according to need.
- May operate power-driven snow removal equipment; may perform any and all duties of the Facilities Technician.
- May read and interpret design blueprints and specifications for small scale renovations and remodeling.
- May make budget recommendations.
- Performs other related duties as required.

**Knowledge, Skills, and Abilities:**

Knowledge of materials, methods and equipment used in building repair and grounds maintenance; knowledge of preventive maintenance techniques; knowledge of relevant state and federal laws, statutes and regulations; knowledge of relevant town policies and procedures; ability to coordinate work assignments; ability to lay out and inspect building repair and maintenance work; ability to properly use tools and equipment associated with one or more of the building trades; ability to provide direction to employees and to follow through on prioritized work assignments; ability to read and interpret blueprints, operating manuals and other documents of a technical nature; ability to utilize computer software; ability to work independently and deal with the public, town officials and associates in a professional, effective and courteous manner; ability to work under demanding deadlines and changing priorities and conditions; ability to lead and motivate team; oral and written communication skills; strong interpersonal skills; must be willing to attend courses, seminars and trainings to maintain and update skills as requested.

**Minimum Qualifications:**

Incumbents must possess a High School Diploma or GED; licensed journeyman status in one of the skilled building trades and six (6) years of experience in the building maintenance. Not less than two (2) years of employment must have been in some phase of one or more of the skilled building trades or equivalent training in the same. One (1) years of the General Experience must have been in a lead capacity. College training in architecture, mechanical or electrical engineering or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications. Incumbents in this class must possess and maintain a valid motor vehicle license.

Note: Experience performing technical duties within the maintenance trade area on a military base, aircraft carrier or large compound may be substituted for the General Experience on a year for year basis.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

The Town of New Milford is an equal opportunity employer. Veterans preferred.

Approved by Town Council 9/11/2017

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class may be exposed to some risk of injury from equipment. The appointing authority may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b> 0 % of Shift	<b>OCCASIONALLY (O)</b> 1-33% of Shift				<b>FREQUENTLY (F)</b> 34-66% of Shift	<b>CONSTANTLY (C)</b> 67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception			X	
Standing			X		Color Distinction			X	
Walking			X		Peripheral Vision			X	
Sitting			X		Driving			X	
Lifting			X		<b>Physical Strength:</b>				
Carrying			X		Little Physical Effort (-10 lbs.)			X	
Pushing			X		Light Work (-20 lbs.)			X	
Pulling			X		Medium Work (20-50 lbs.)			X	
Climbing			X		Heavy Work (50-100 lbs.)			X	
Balancing			X		Very Heavy Work (100+ lbs.)			X	
Stooping			X		<b>Environmental Conditions:</b>				
Kneeling			X		Cold (50 degrees F or less)		X		
Crouching			X		Heat (90 degrees F or more)		X		
Crawling			X		Temperature Changes		X		
Reaching			X		Wetness		X		
Handling			X		Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids		X		
Repetitive Motion			X		Exposure to Dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards		X		
Visual Acuity/Far			X		Physical Danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.