

Town of New Milford Public Works Department is seeking a full-time individual for the Facilities Maintenance Department. Duties include custodial cleaning and caring for public buildings, basic maintenance, and moderate to heavy manual work. Must have a high school diploma, good driving record, and references. Complete Job description is below. EOE.

All applications must be sent to Personnel Department, 10 Main Street, New Milford, CT 06776.

## **Public Works Department**

### **Town of New Milford**

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Job Title Facilities Technician II**

**NUTMEG Grade 8**

Non-Exempt - 40 Hrs./Wk.

**Nature of Work:**

Performs moderate to heavy manual work in cleaning and caring for public buildings and institutions; performs related work as required.

**Supervision Received:**

Works under the general supervision of the Facilities Manager and takes direction from the Senior Facilities Technician.

**General Duties**

- Scrubs, mops, waxes and polishes floors; dusts and polishes furniture, washes windows, woodwork, disinfects washrooms, toilets, and fixtures.
- Collects and disposes of rubbish; replaces light bulbs; assists in making simple repairs to buildings and equipment. Notifies Senior Facilities Technician of the need for major repairs.
- Assists in snow removal around Town buildings and sidewalks. Performs security functions of buildings.
- Ensures proper security of property, materials, and equipment.
- Assists with building maintenance and repair projects as directed.
- Moves office and institutional furniture and equipment as directed.
- Performs minor repairs to building equipment such as pumps, plumbing, heating, and cooling systems under the direction of the Senior Facilities Technician.
- Performs other duties as required.

**Minimum Qualifications - Knowledge, Skills & Abilities:**

- Some knowledge of the materials, methods, and equipment typically used in janitorial work.
- Ability to understand and perform simple oral and written instructions.
- Ability to make minor repairs and adjustments to cleaning equipment.
- Ability to perform a variety of routine custodial tasks in the care and limited maintenance of buildings and equipment.
- Ability to stand; sit; walk; use hands and arms; and climb or balance.
- Ability to stoop, kneel, crouch, or crawl.
- Ability to regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds.
- Ability to work independently and deal with the public, town officials and associates in a professional, effective and courteous manner.
- Must possess a valid Connecticut Motor Vehicle License.

**Minimum Qualifications - Education, Training & Experience:**

- H.S. Diploma or equivalent.

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

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council: October 10, 1995

Approved by Town Council: November 2003

Updated by Personnel: May 18, 2005