

Town of Boxborough, MA

POSITION: Buildings & Grounds Team Leader

DEPARTMENT: Public Works

FLSA STATUS: Exempt

REPORTS TO: DPW Director

GENERAL SUMMARY:

Position is responsible for planning, directing, coordinating and performing manual and skilled labor for the care and maintenance of all municipal facilities, including buildings, grounds, parking facilities, and playing fields and performing the tasks of a DPW Skilled Laborer as required.

SUPERVISION SCOPE

The position performs highly responsible tasks requiring initiative in planning, organizing and directing the work of others through the exercise of independent judgment. Provides supervision of all staff and outside contractors providing maintenance and repair of Town buildings, grounds, and fields. As "Team Lead" on job site, determines methods and practices to be used to perform the required work in a safe, efficient, and effective manner.

SUPERVISION RECEIVED

The position works under the written and oral direction of the Director of Public Works in accordance with the applicable provisions of federal, state and local, laws, rules, regulations and policies.

SUPERVISION EXERCISED

Directly supervises regular and part-time staff engaged in the maintenance and improvement of the Town buildings, grounds, and equipment. Provides orientation and training for all new employees involved in building and grounds maintenance, supervises staff, and oversees job assignments. Trains and supervises staff in the proper use of equipment and tools required to complete the work and provides performance feedback as needed. Provides direct supervision to all contracted vendors such as electricians, plumbers, HVAC, mechanics, and technicians, and DPW staff performing work on all municipal facilities including buildings, grounds, parking facilities and related equipment. Schedules staff and is accountable for the quality and quantity of work done by subordinates and contractors, to ensure accomplishment of the assigned work in a prescribed manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and directs the work of the position and others in the scheduling of materials, equipment, personnel, and project timelines to provide for the care and maintenance of all municipal buildings, grounds, fields, cemeteries, and the like.
- Inspects assigned areas; corrects or reports safety hazards.
- Performs snow removal and salting of facilities and access ways.
- Performs minor trade repairs such as doors, windows, glass, benches, picnic tables, receptacles, switches, lighting, sinks, faucets, spigots, irrigations systems, and the like.

- Sets up meeting rooms, election and Town Meeting facilities, moves and assembles furniture.
- Monitors quality, timeliness, and effectiveness of cleaning company to ensure compliance with the contract.
- Assists the DPW Director with the development and implementation of a preventative maintenance (PM) plan for generators, HVAC systems, boilers, hot water tanks, booster pumps, irrigation systems, thermostats, and the like; performing minor tasks of cleaning, checking fluid levels, changing filters, belts, and the like as scheduled.
- Continually scans facilities to identify repair needs, recommend corrective action, resolve work problems, evaluate work progress, and identify additional needs.
- Advises on all capital and operational budgetary needs.
- Plans for, orders, and provides inventory control and management of material and supplies.
- Completes maintenance and activity reports.
- Performs functions of a DPW Skilled Laborer including, but not limited to, plowing and sanding of roadway surfaces; cemetery interments; building and repair of drainage systems; mowing; repair of sidewalks, roadways, and signage; and occasionally filling in as a Transfer Station attendant.
- Oversees the care and performs minor maintenance of the equipment and tools used in the performance of the assigned tasks.

OTHER DUTIES AND RESPONSIBILITIES

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.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma (or GED) together with three years of related experience.

Or

Any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

Preference is given to those with advanced training in the facility maintenance field.

REQUIRED LICENSING AND CERTIFICATION

Requires a valid MA Class B Commercial Driver's License (CDL) with airbrake endorsement.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods, materials and equipment used in building, custodial, grounds, and playing field maintenance.
- Knowledge of building operating systems such as generators, HVAC, irrigation systems, plumbing, electrical, carpentry, masonry repairs, and roadway maintenance and construction.
- Knowledge in the use and maintenance of vehicles for which the position is required to be licensed, hand tools, and light power equipment.
- Skilled in troubleshooting machinery and equipment.
- Skilled in interpersonal communications as well as making oral reports.

- Able to manage service contracts for fire systems, HVAC, emergency generators, and other services as needed.
- Able to operate a computer in a windows environment with proficiency in MS Office and Google Works.
- Able to read and interpret documents such as prints, specifications, safety rules, operating and maintenance instructions and manuals.
- Able to communicate effectively, both verbally and in writing.
- Able to carry out complex oral and written instructions and to express ideas clearly and concisely.
- Able to direct, coordinate and supervise the work of others in the actual performance of tasks.
- Able to work effectively with outside contractors, Town employees, and the general public.
- Able to be flexible in changing work priorities which can shift quickly due to system failures or weather events.

TOOLS AND EQUIPMENT USED

Lawn tractors and mowers, chain saws, snow blowers, weed whips, power brooms, and the like.

PHYSICAL REQUIREMENTS

Work requires significant physical effort. Work frequently requires talking, listening, standing, walking, bending/stooping, shoveling, raking and driving for extended periods. While performing the duties of this job, the employee is required to, handle, or feel objects, tools, or controls. Work requires reaching with hands and arms, carrying/lifting (normally up to 60 pounds) and pushing/pulling.

The employee must have good vision to read general documentation, instruments and maps for analytical purposes and must be able to distinguish color. Requires depth perception and close vision to operate vehicles and equipment. Requires manual dexterity in combination with eye-hand coordination for efficient operation and repair of equipment.

Requires access to other Town departments.

Essential position functions require ability to review documents for general understanding and analytical purposes, ability to climb ladder and access roofs or excavations to look at projects, and operate vehicles and motorized equipment.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Work is performed predominately outside, where there is exposure to weather extremes, and noise, and often requires working around equipment with moving mechanical parts.

May be required to respond to or be on-call for emergency situations outside of normal working hours.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: July 15, 2022

**Revised: January 25, 2023
October 7, 2024**

Approved (Name): Personnel Board

Approved (Date): October 8, 2024