

Town of Harwich
Department of Public Works
Job Description

POSITION TITLE: **FACILITIES MAINT. FOREMAN - LEAD CARPENTER**

CLASSIFICATION: **H3**

DIVISION: **BUILDING MAINTENANCE**

IMMEDIATE SUPERVISOR: **BUILDING MAINTENANCE MANAGER**

EFFECTIVE DATE OF DESCRIPTION: **MARCH 1, 2022**

OVERVIEW OF POSITION

Under the administrative direction of the DPW Director, this position is responsible for a wide variety of maintenance tasks to ensure the Town-owned buildings are kept in safe, attractive, and optimally functioning condition. The incumbent works under the general supervision of the Facility Maintenance Manager and can exercise significant discretion in the performance of his/her tasks. The primary responsibilities will be to perform technical maintenance, repairs and minor construction supporting public infrastructure.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Most work is performed in the field under variable weather conditions, with minimal work performed in office conditions. Work requires frequent and substantial physical effort; nature of work may require weekend or evening duty.

Required frequent contacts with other Town Departments, Town employees, and vendors.

SPECIFIC DUTIES AND RESPONSIBILITIES

(The 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).

Performs duties in connection with a wide variety of building alterations, maintenance and repair projects and other appurtenant and miscellaneous structures.

Perform all phases of a remodeling carpenter - Example tasks would include but not limited to framing, window installation, door installation, finish carpentry, etc.

Performs repairs to building envelope to include all types of roofing systems, siding, doors, windows and foundations.

Performs carpentry, woodworking and metal work for building repairs or alterations. Performs repairs and alterations to brick work and concrete maintaining masonry portions of facilities.

Performs minor repairs to plumbing fixtures, including such items as hot water boilers, sinks, toilets and urinals.

Performs regular routine maintenance and repairs to HVAC, pumps, compressors and related controls. Performs general repairs including painting tasks, and electrical work as needed. Electrical work may include replacing outlets, lighting switches, fixtures and other types of controls.

Advises on selection, ordering and storing of supplies and equipment and maintains simple working records and reports. Selects material and hardware and makes time and material estimates.

May supervise a small work force to complete construction/maintenance projects, assuring that all projects are completed with high quality and in a timely manner.

Performs a wide variety of non-reoccurring maintenance and repair functions as required.

Communicates with other municipal departments to coordinate interdepartmental efforts, investigates questions and complaints and determines appropriate action to correct the situation.

During the winter months and times of inclement weather must be available during non-regular working hours for the recovery effort of the town's buildings and roads. This is to include plowing and de-icing operations.

Performs other related duties as required.

PERTINENT KNOWLEDGE, SKILLS AND ABILITIES

Requires good knowledge of: the practices, methods, tools and materials of the construction trade; applicable safety codes and ordinances; occupational, hazards and the techniques of safety precautions.

Requires considerable skill in the use of the tools, materials and equipment of the construction trades.

Requires the ability to communicate effectively with others, both orally and in writing, and to be able to work cooperatively with others.

Ability to read and interpret blueprints, diagrams, schematics, and written reference material.

Must be able to lift and carry heavy objects (100 lbs.) and to perform moderately heavy manual work.

EDUCATION AND EXPERIENCE

Requires completion of high school, supplemented by either a completion of a recognized technical school in the field with five years of experience; or an equivalent combination of training and experience.

Massachusetts Construction Supervisor or Home Improvement Contractor License preferred, but not required.

Must be in good physical health and be able to demonstrate possession of the required knowledge, skills and abilities to perform the work.

A valid Massachusetts Drivers License required, CDL a plus, but not required.