



Montague DPW
128 Turners Falls Rd
Montague, MA 01351
Tel. 413-863-2054

This institution is an equal opportunity provider.

January 9, 2024

Building Maintenance Position

The Town of Montague is looking for an experienced person to maintain its buildings and facilities.

The responsibilities include diagnosing electrical and HVAC systems, painting, maintaining and repairs to buildings, playground equipment also snow removal from sidewalks and roads and assisting with other tasks as assigned.

The right candidate must have a valid driver's license, work a 10-hour 4-day week schedule, and receive excellent benefits. Starting pay range is \$20.84 – \$23.01 depending on experience.

Applications and a full job description are available upon request at the DPW or email: hwycpliance@montague-ma.gov.

Applications and/or resumes can be emailed to hwycpliance@montague-ma.gov or mailed or dropped off at the Montague DPW, 128 Turners Falls Road, Montague, MA 01351. Applications and/or resumes will be accepted until the position is filled.

Building Maintenance Worker
Department of Public Works
November, 2012

POSITION TITLE:	Building Maintenance Worker	DATE:	January 2013
DEPARTMENT:	Department of Public Works	GRADE:	
REPORTS TO:	DPW Superintendent	FLSA:	Non-Exempt

Statement of Duties

Position provides semi-skilled labor maintaining the town's buildings and facilities for the Public Works Department. Buildings served include, but are not limited to, Town Hall, libraries, Town Garage, and Senior Center. Responsibilities include cleaning buildings, maintaining and repairing electrical and HVAC systems, painting, maintaining and repairing entryways, playground equipment, and assisting other employees in performance of assigned tasks.

Supervision/Guidance Received

Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Supervisor checks employee's work only to ensure that completed work, methods used are technically accurate, and that instructions are being followed.

Job Environment

Position responsibilities require the use of judgment and initiative to interpret the numerous standardized practices, procedures, or general instructions governing the work. Employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation.

Errors can result in personal injury/loss, delay, or loss of service, injury to other employees, and/or damage to buildings or equipment.

The position has frequent contact with Montague staff to respond to building maintenance issues and requests. The position has weekly contact with service contractors to give or receive information, and provide information, and assistance regarding departmental operations. Contact usually occurs in person, or on the phone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not

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exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

**TOWN OF MONTAGUE
JOB DESCRIPTION**

Essential Functions

1. Maintains lighting systems in all town facilities, replacing ballasts, lights, and ensuring proper operation.
2. Maintains all heating, air conditioning, and air circulation systems in all town facilities, performing ordinary repair and maintenance as necessary to ensure proper operation; works with vendors to ensure timely completion of work requirements.
3. Maintains and repairs gas generators for use as a backup power source, in the event of electricity outages.
4. Performs maintenance and repair to town buildings and facilities, including interior and exterior painting, roof repair, emergency lighting, and street lampposts.
5. Performs maintenance and repair of building and facility sidewalks.
6. Removes snow and ice from sidewalks to buildings, sands sidewalks, and keeps safe for use.
7. Performs repairs to guard rails on town-owned bridges.
8. Performs repairs to hand rails, may fabricate fence parts, repair, and maintain playground equipment.
9. Schedules work with service contractors; obtains bids; monitors work completion.
10. Provides back up as necessary to other department staff.
11. Responds to complaints from the public and other town departments.
12. Researches contractors and obtains bids for maintenance services.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a High School diploma and three (3) to five (5) years' experience in building maintenance practices and procedures and HVAC operations or an equivalent combination of education and experience.

TOWN OF MONTAGUE JOB DESCRIPTION

Additional Requirements

A candidate for this position is required to have a valid Massachusetts driver's license, and a general contractor's license.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Building care and maintenance
- Heating, ventilation, and air conditioning systems
- Electrical and lighting systems
- Use of hand and power tools, hydraulics, light mechanical work

Skill in:

- Safe and effective equipment and vehicle operation techniques

And ability to:

- Follow directions
- Work independently
- Communicate effectively with the public and coworkers
- Work within budgeted constraints
- Meet with contractors to schedule and review their work

Tools and Equipment Used

Employee must operate light trucks, heavy equipment, light equipment, pneumatic tools, power tools, hand tools, sanders, drills, grinders, and table saw, and office equipment..

Physical Requirements

The employee is frequently required to stand, walk, sit, speak, hear, use hands to operate equipment, and drive a motor vehicle during work hours. Employee is also required to regularly kneel crouch and crawl regularly. The employee regularly lifts or carries up to 30 pounds and occasionally lifts up to 100 pounds.

Normal vision is required for this position.

Work Environment

Employee works in a variety of environments including darkness, heights, crawl spaces, and environments that contain biological and physical hazards. Employee must be available to work occasional evening hours.

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

Approved:

_____ Date _____
Frank E. Abbondanzio
Town Administrator

_____ Date _____
Board Chair, if necessary