


TOWN OF WINDHAM

Position Title: Building Maintenance Technician Date: _____
Department: Public Works Incumbent: _____
Reports to: Building and Grounds Supervisor Supervisor: _____
Classification: Non-Exempt 8 Town Manager: 

General Summary:

This is a skilled technical position responsible for performing preventative maintenance tasks in one or more fields (carpentry, electrical, plumbing, etc.) and managing maintenance projects. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Building and Grounds Supervisor. Performance is evaluated based on observation, review and reporting.

Essential Functions:

- Performs minor electrical maintenance including, but not limited to, replacement or repair of fixtures, using appropriate hand, power, and specialty tools.
- Performs minor plumbing maintenance, including but not limited to, replacement or repair of leaks in drains and faucets and unclogging of drains.
- Performs general painting and carpentry including, but not limited to, preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes; hanging doors, fitting locks and handles, etc.
- Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate department needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
- Manages maintenance projects, as assigned.
- Performs monthly safety audits of all Town buildings and corrects deficiencies.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work in support of the Department of Public Works.

Competencies:

- General knowledge of carpentry, plumbing and electrical maintenance;
- Ability to follow established operating and safety procedures;
- Ability to work independently;
- Excellent written and oral communication skills; and
- Ability to develop and maintain working relationships with other employees, supervisors, Department Heads, public officials and the general public.

Building Maintenance Technician

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Required Education/Experience:

- High school diploma or equivalent;
- Valid State of Maine driver's license, Class C.
- At least three years' experience with facilities maintenance;
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, credit history, and other checks deemed appropriate by the Town.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity, and hand-eye-foot coordination to perform all essential functions. Requires sitting, standing and walking for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed indoors and outdoors year-round in all weather conditions and will require working all shifts to respond to emergency maintenance and/or repair needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.