

TOWN OF WELLFLEET

JOB DESCRIPTION

Department: Public Works

Position: Facilities Maintenance / Craftsperson

Classification: Regular full time employee

Reports to: Director and/or Assistant Director of Public Works

QUALIFICATIONS

Education / Experience: High School or technical school diploma or equivalent. Minimum of five years experience in the building trades and the general repair of heating systems, HVAC systems, plumbing systems and light electrical repairs.

Certification: Skilled journeyman or specialty certification in a trade. Ma. Construction Supervisors License desired.

Primary Function: Performs skilled journeyman's duties in at least one (1) trade or craft in such areas as carpentry, plumbing or electrical. Constructs, maintains and repairs the Town's buildings and grounds and performs a variety of maintenance activities as assigned.

Skills Required: Knowledge of building, electrical, plumbing and masonry work. Ability to prepare and read blueprints, estimate job costs. Must be familiar with basic computer operation for the purpose of maintaining facilities, utilizing a software program to reassure building maintenance. Must be able to deal with the public and other employees tactfully and effectively, Must be able to communicate clearly (orally, and in writing) with and work with the public, staff, and administration. Must be able to perform moderately heavy manual work and use a variety of hand and power tools.

Physical requirements: Work requires considerable standing, stooping and bending. Work is sometimes performed on ladders or scaffolding, which causes stretched, overhead, cramped or awkward positions. Must be able to lift and carry heavy tools and equipment weighing up to 60 lbs. Must be approved for position requirements by pre-employment physical exam.

Work Environment: Frequent and extended periods of outside work, subject to all weather conditions and extremes. Continuous walking, standing, climbing, and frequent periods requiring sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion, requiring ability to lift, carry and position heavy objects utilizing proper mechanics and techniques. Operates equipment that causes loud noise levels and high vibrations.

Specific Duties & 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.

- Completes a variety of repairs to plumbing fixtures. Cuts and treads pipe, replaces damaged sewer, water, and drainage pipes, repairs leaks, etc.
- Installs, repairs carpeting, floor tiles, acoustical ceiling tiles, sidewall and roof shingles, windows, doors, trim, cabinets, etc.
- Performs cement, mortar, and brickwork.
- Provides interior, exterior painting of walls, doors, trim, and cabinets, etc.
- Installs and repairs electrical fixtures and wiring in accordance with state and local code specifications.
- Performs all types of rough and finish carpentry requiring detailed workmanship.
- Repairs and maintains marine structures such as bathhouses, gate attendant shacks, lifeguard stands, and other town structures.
- Performs basic landscaping functions as necessary.
- Reviews and evaluates needs of all town-owned buildings, develops maintenance plan under the direction of the DPW Director and Assistant Director, and schedules implementation.
- Assists DPW Director and Assistant Director with project estimating and budget preparation.
- Manages inventory of tools, equipment and project stock.
- Forecasts costs of replacement equipment and tools for budget purposes.
- May direct small work force to complete construction / maintenance projects, insuring that all projects are completed with high quality and in a timely manner.
- Performs regular maintenance including general carpentry, painting, minor masonry, plumbing and electrical work as needed.
- Assists in assessing the in-house capacity to perform needed repairs including plumbing, heating and HVAC systems, roofing, painting, plumbing, electrical and carpentry according to MA code.
- Assists in acquiring sub-contractors for the purpose of performing repairs and installations etc.
- May perform occasional cleaning of facilities as required.
- Coordinates preventive maintenance and repairs of equipment, both in-house and through outsource vendors.
- Must employ public safety methods as work generally occurs in populated areas.
- Assists in snow removal operations with a snowplow and or a sander on an assigned route as well as parking areas and shovel snow from buildings and sidewalks, etc.
- May perform public traffic control to ensure the safety of the crew and effective traffic flow.
- Participates as a member of the D.P.W. team as needed to support the operational demands of the Town.
- May perform assigned road duties such as drainage, paving, roadside brushing, pothole repairs or the operations of light trucks with trailers and light power tools.

It is understood that the employee will perform any reasonable task, in addition to those listed above that is requested by the Director of Public Works or his designee.