



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: FACILITIES MAINTAINER	PAY RANGE: \$21.35/hr.	CLASSIFICATION/ GRADE: LT-8	EEOC L&T
LOCATION: Facilities Mgmt., Town Hall	APPLY BY: August 8, 2008	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine building maintenance projects such as replacing electrical outlets and switches, fluorescent fixtures and ballasts, fans, faucets, toilets; removing obstructions from drain pipes; painting; moving furniture, and similar projects.
- Repairs roofs, builds partitions, installs and repairs floors, and repairs doors and locks.
- Inspects buildings to assure conformance to established standards. Obtains materials and equipment needed to perform daily duties. Coordinates activities with departments and supervisor.
- May perform routine cleaning and custodial duties. Empties waste baskets, transports trash and waste to disposal area, as needed.
- Monitors the building's plumbing, electrical, HVAC, and other systems.
- Responds to unexpected events, such as toilet spills. Performs special projects, such as cleaning drainpipes on the roofs of all Town buildings.
- Removes snow from sidewalks and other areas, as required, up to edge of parking lot.
- Performs scheduled and unscheduled call-outs/overtime as needed.
- Moves furniture, supplies, and other items, as required.
- Orders supplies and materials. Maintains a small workshop with hand tools and equipment.
- May operate snow blower, lawn mower, pickup truck, and other grounds maintenance equipment.
- Performs work in a safe manner and observes all safety procedures. Operates and uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.
- Uses personal computer for email, word processing, time record keeping, daily work records, complaint tracking and resolution, inventory, ability to keep records and make reports etc. Fills out job forms as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or technical school education;
- Five (5) years of experience in building facilities maintenance work requiring the use of standard hand tools and power equipment; or
- An equivalent combination of education and qualifying experience.

LICENSE OR CERTIFICATE: A valid Connecticut driver's license.

See attached Job Description for other duties and qualifications.

Formal Town application required, may be obtained from the Town Manager's Office or downloaded from the Employment section of the Town's website, www.newingtonct.gov.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.