



Town of Sandisfield Facilities Maintenance Technician Job Description

Job Overview:

Part-time, 10 hours per week, flexible hours. Hourly rate based on experience. Facilities Maintenance Technician is responsible for miscellaneous maintenance and repair of facilities owned and operated by the Town of Sandisfield.

Duties/Responsibilities:

- Ensure that Town facilities are clean and safe at all times
- Complete general maintenance tasks such as replacing light bulbs and fire alarm batteries, installing air conditioners and minor carpentry repairs
- Check and respond to security and safety issues
- Coordinate services of professional contractors
- Keep documents of inspections and problems
- Complete minor maintenance repairs/determine when to involve a professional:
 - Drywall repair – patching, painting
 - Carpentry repair – doors, molding, furnishings, cabinets
 - Minor plumbing repair – toilets, sinks, caulking
- General Maintenance and Safety – CO2 & smoke detector batteries, exits free & clear, signage in good condition
- Assist in the creation of a preventive maintenance and repair schedule

Knowledge, Ability & Skill:

- Basic knowledge in the various building trades including: janitorial, electrical, plumbing, drywall, HVAC, and carpentry
- Experience with facility maintenance and safety requirements
- Knowledge of and ability to operate miscellaneous hand tools and power tools
- Good verbal and written communication skills
- Good organizational skills
- Ability to work independently and as a team
- Read and interpret technical information including blueprints and repair manuals
- Physical demands may require occasional lifting of objects up to 50 pounds

The Town of Sandisfield is an Equal Opportunity Employer.

Submit resume and employment application to Janey Beardsley at jbeardsley@sandisfieldma.gov