

## **Town of Charlton Seeks a FT Facilities Technician**

The Town of Charlton seeks to fill a full-time Facilities Technician position. Under the general direction of the Town Administrator or his/her designee, the Facilities Technician is responsible for performing semi-skilled custodial, maintenance, project, and grounds keeping work. Performs custodial and maintenance functions under limited instructions and with judgment required as to methods or procedures.

### **RECOMMENDED QUALIFICATIONS**

- High School diploma or equivalent with some additional coursework in maintenance and the trades; 6 to 18 months of related experience; or any equivalent combination of education and experience. Experience in construction, maintenance, and all facets of facility operation preferred.
- Valid MA Class D Motor Vehicle License.
- General knowledge of cleaning materials, methods, and equipment.
- Mechanical knowledge of building construction and safety, e.g. fire alarm inspections and ADA.
- Basic knowledge of trades including carpentry is helpful. Working knowledge of principles and practices of project management is preferred.
- Ability to understand and follow oral instructions. Ability to follow instructions and labels on cleaning supplies and equipment. Ability to follow all applicable safety regulations and town procedures.
- Ability to work independently and to supervise additional labor when required.
- Ability to identify future capital needs/ expenditures, preventative maintenance and security needed. Ability to assess risk management issues and notify supervisor of required work.
- Ability to effectively communicate verbally and to maintain positive public relations with employees and the public.
- Basic skills in performing preventive maintenance on buildings and equipment. Skilled in manual labor in order to responsibly use equipment and power tools. Skill in all of the tools and equipment identified in job description.

**Hiring Range:** \$21.00 to \$24.00 hourly, dependent on qualifications.

**Internal/External Applicants:** To be considered for this vacancy, please submit the required *Application for Employment*, found at [www.townofcharlton.net/opportunities.htm](http://www.townofcharlton.net/opportunities.htm), to [Jessica.Lewerenz@townofcharlton.net](mailto:Jessica.Lewerenz@townofcharlton.net) by 1/17/2018. Position will remain open until filled. You may also include a cover letter and resume; however, the *Application for Employment* is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*