



City of Barre, Vermont

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Posted: July 9, 2024

Organization: City of Barre, Vermont, USA

Position Title: Director of Facilities & Grounds

Department: Facilities & Grounds

Supervisor: City Manager

Status: Exempt

Salary: \$75,000 - \$85,000 per year, commensurate with experience

Summary / Objective

The Director of Facilities & Grounds oversees physical plant operations in all buildings and grounds (including parks, pool, playgrounds and cemeteries) in order to provide safe, healthy, clean, and comfortable working and recreation spaces for City residents and staff. The individual in this position is responsible for leading, supervising, and providing direction to maintenance staff and overseeing contracted personnel working on City facilities. In addition, the Director assists in development of, and adherence to, the Department budget and capital plan. Over time after a transition period, the person in this position will also assume oversight of operations at City cemeteries.

Essential Functions

Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and directs the activities of department staff, including coordination, prioritization, and assignment of tasks and projects;
2. Locates, researches and applies for grant opportunities;
3. Tracks and reviews work progress of department staff and external contractors, ensuring conformity with plans and specifications;
4. Ensures compliance with Federal, State and Local regulations for all facilities and recreation areas;
5. Directs, schedules, and oversees external contractors (electricians, plumbers, roofers, painters, etc.);
6. Plans and coordinates development and maintenance projects performed by City staff, and provides technical assistance to staff and discusses job details with subordinate supervisors and staff;
7. Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation and staff coverage;
8. Responsible for electrical, plumbing, heating, air conditioning, and ventilation services in City buildings;
9. Develops and monitors department budget and capital plan with the City Manager and Assistant City Manager;
10. Orders equipment and supplies and monitors inventory;
11. Develops, implements, and supervises preventative maintenance and renovation programs for buildings, parks, playgrounds, and cemeteries;
12. Prepares specifications and bid specifications for department projects, including estimates of costs of equipment, materials, labor, and supplies;
13. Oversees department fleet vehicles, including maintenance, upkeep and replacement cycles;
14. Responds to questions and complaints from the public and ensures satisfactory resolution;
15. Responsible for safety compliance of the staff;
16. Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them; and

17. Performs other related tasks as requested.

Necessary Knowledge, Skills and Abilities

1. Associates degree in a relevant field, provided that a candidate may substitute at least 10 years of relevant experience;
2. Proven staff management skills;
3. Proven experience with building fundamentals and construction;
4. Demonstrable knowledge of electrical, mechanical, plumbing and HVAC systems;
5. Knowledge of building and electrical code compliance and Fire Safety Codes;
6. Ability to work weekends and holidays as required by facility needs and/or events;
7. Ability to maintain effective working relationships with staff and colleagues, including exhibiting strong interpersonal and excellent communication skills;
8. Ability to comprehend and carry out written, oral, and diagrammatic instructions required;
9. Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public;
10. Ability to understand and comply with City standards, safety rules and personnel policies;
11. Capable of working in word processing, spreadsheet and data analysis software, preferably Microsoft Office Suite, and other software platforms as required by the position;
12. Project management experience, and demonstrated ability to manage contractors;
13. Experience and/or knowledge of working with employees subject to collective bargaining; and
14. Knowledge and understanding of relevant laws and/or regulations.

Competencies

1. Must have demonstrated management and civil service skills and understanding.
2. Must have valid Driver License.
3. Candidate must be able to pass any required pre-employment screenings.

Supervisory Responsibilities

This position has supervisory responsibility of Facilities & Grounds and, after a transition period, Cemeteries staff, including seasonal staff.

Physical Demands

The position may be required to walk on uneven, steep or rocky terrain. Entry into confined spaces may be required. Lifting objects of moderate weight, may occur. Interaction with contentious individuals may require patience and de-escalation skills.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment when needed.
- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/residents, and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one’s feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work frequently occurs in confined areas.
- The noise level in the work environment is sometimes loud.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed frequently

Lift 11 to 25 lbs.:	Performed frequently	Bending:	Performed frequently
Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Performed rarely
Lift over 50 lbs.:	N/A	Squatting:	Performed frequently
		Kneeling:	Performed frequently
Carry up to 10 lbs.:	Performed regularly	Crouching:	Performed frequently
Carry 11 to 25 lbs.:	Performed frequently	Climbing:	Performed rarely
Carry 25 to 50 lbs.:	Performed rarely	Balancing:	Occasionally performed
Carry over 50 lbs.:	N/A	Work Surfaces	
Reach above shoulder height:	Occasionally performed	In Avg. 8 hour Day Employee is Required to:	
Reach at shoulder height:	Performed frequently		
Reach below shoulder height:	Performed frequently		
		Sit	
		Consecutive Hrs.	1 2 3 4 5 6 7 8
Push/Pull:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Hand Manipulation		Stand	
Grasping:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
Handling:	Performed frequently	Total Hrs.	1 2 3 4 5 6 7 8
Torquing:	Occasionally performed	Walk	
Fingering:	Performed frequently	Consecutive Hrs.	1 2 3 4 5 6 7 8
		Total Hrs.	1 2 3 4 5 6 7 8

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The employee is primarily engaged in an office setting using standard office equipment. There is occasional contact with disgruntled residents or contractors. (Estimated 65%.)
2. On-site supervision, staff monitoring, and project oversight is an important element of this position which includes all City buildings and properties, parks, playgrounds, roofs, and equipment rooms. Occasionally requires the ability to perform essential job tasks in less than favorable conditions. (Estimated 35%.)

Position Type / Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours are Monday through Friday, 7:00AM to 4:00PM. However, this position requires the ability to work occasional nights, weekends, and/or holidays to respond to emergency situations and/or fulfill the duties of the position.

Travel

Local travel may be required between facilities, job sites, and/or to vendors may be required.

Additional Eligibility Qualifications

None required for this position.

Work Authorization / Security Clearance (If applicable)

Must be authorized to legally work in the United States and get to and from work on a consistent basis.

AAP / EEO Statement

The City of Barre 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 City of Barre complies with applicable state and local laws governing non-discrimination in employment in every location in which the City has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre’s employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

City Manager _____

Assistant City Manager _____

Human Resources _____

Employee’s signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____

Employee Name _____