



**CITY OF TAUNTON
MASSACHUSETTS**

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HUMAN RESOURCES DEPARTMENT

POSTING
SUPERINTENDENT OF PUBLIC BUILDINGS
DEPARTMENT OF PUBLIC WORKS

The City of Taunton Department of Public Works is seeking to fill the position of **Superintendent of Buildings** who directs the repairs and maintenance of all City owned buildings. Manages and directs the construction and renovations of these buildings. Technically known as the Supervisor of Public Buildings Division of the Department of Public Works. This position works under the direction of the Mayor, Department of Public Works Commissioner and Municipal Council and reports to the Department of Public Works Commissioner. This is a City of Taunton Management Association position.

PRIMARY DUTIES AND RESPONSIBILITIES

The primary duties and responsibilities listed below are intended only as an illustration of the various types of work that must be performed in order for the incumbent to meet the essential functions of this position. Any and all other duties are as negotiated.

- Must have excellent communication and organizational skills.
- Attends meetings as required by the Mayor and Municipal Council.
- Appoints and supervises all office and clerical staff in accordance with MGL Chapter 31.
- Supervises a skilled technical staff of more than two; ensures that they are properly trained and licensed as required.
- Prepares and implements the annual department budgets and reports.
- Acts as the Contracting Officer.
- Works with Owners Project Manager on high cost building projects.
- Develops and implements projects that are governed under various state contract and procurement laws, including Chapters 149, 30 Sec. 39M, 25A, 30B and 7C Sec. 44-57.
- Responsible for submitting all documentation for reimbursements of projects under the School Building Assistance (SBA) Program.
- Provides proper facility maintenance and oversees all construction and renovation of City buildings.
- Monitors SOMWBA/MBE/WBE projects as associated with public buildings projects.
- Ensures compliance with all relative local, state and federal regulations.
- Any additional duties as assigned by the DPW Commissioner.

MINIMUM QUALIFICATIONS:

EDUCATION/EXPERIENCE: Bachelor's Degree in construction or facilities management, engineering or architecture or related field preferred; or a combination of related training courses, certifications or licenses in building construction or facilities management, extensive OPM experience, building construction supervision, licensed building inspector or a combination and related experience. MCPPO certification required or ability to obtain such with 12 months. Relevant work experience or completion of an asbestos awareness class for building managers or equivalent or ability to complete such within 12 months.

A complete job description is available from the Human Resources Department. A CORI check and pre-employment physical will be administered as a condition of employment.

Salary: Step 1 New Hire \$1,645.27 weekly

Please send a cover letter, resume and application by May 7, 2018 to:

Human Resources Department
City of Taunton
141 Oak Street
Taunton, MA 02780

Or email to: hrjobs@taunton-ma.gov

Application: <http://www.taunton-ma.gov/sites/tauntonma/files/uploads/applongform.pdf>

The City of Taunton is an M/F/EEO Employer.

Posted: 3/21/18
KMG

SUPERINTENDENT OF PUBLIC BUILDINGS

Definition:

Directs the repairs and maintenance of all City owned buildings. Manages and directs the construction and renovations of these buildings. Technically known as the Supervisor of Public Buildings Division of the Department of Public Works.

Supervision:

Works under the direction of the Mayor, Department of Public Works Commissioner and Municipal Council and reports to the Department of Public Works Commissioner.

Essential Functions:

- Must have excellent communication and organizational skills
- Attends meetings as required by the Mayor and Municipal Council
- Appoints and supervises all office and clerical staff in accordance with MGL Chapter 31.
- Supervises a skilled technical staff and ensures that they are properly trained and licensed as required
- Prepares and implements the annual department budgets and Reports
- Acts as the Contracting Officer
- Works with Owners Project Manager on high cost building projects
- Develops and implements projects that are governed under various state contract and procurement laws, including Chapter 149, Chapter 30 Sec. 39M, Chapter 25A, Chapter 30B, and Chapter 7C, Sections 44-57
- Responsible for submitting all documentation for reimbursements of projects under the School Building Assistance (SBA) Program
- Provides proper facility maintenance and oversees all construction and renovation of city buildings.
- Monitors SOMWBA/MBE/WBE projects as associated with public building projects
- Ensures compliance with all relative local, state and federal regulations.
- Any additional duties as assigned by the DPW Commissioner

Minimum Qualifications:

Education and Experience

- Bachelor's Degree in construction or facilities management, engineering, or architecture or related field preferred; or a combination of related training courses, certifications or licenses in building construction or facilities management with extensive experience in facility management or building construction, extensive OPM experience, extensive building construction

supervision, licensed building inspector, or a combination of these and related experiences.

- Must have a minimum of 5 years' experience in building construction, building construction supervision or facilities management, of which at least 3 years must be supervisory experience.
- Must have extensive experience with the municipal management of contracts for services and construction.
- Must have extensive experience or knowledge of the various state procurement laws including the designer selection process.
- Must have a valid MA Driver's License.
- Must submit to a CORI background review after a conditional offer of employment is made.
- MCPPO certification required or ability to obtain such within twelve (12) months.
- Relevant work experience or completion of an asbestos awareness class for building managers or equivalent or ability to complete such within twelve (12) months.

Skills, Knowledge and Abilities

- Contracting and public procurement experience
- Proficiency with computers and programs such as Microsoft, Word and Excel
- Familiarity with Indoor Air Quality (IAQ) requirement
- Ability to comprehend plans and blueprints
- Experience in obtaining grants

Physical Elements:

Work is performed both in an office environment and outdoors. Moderate physical effort is required in performing field duties.

The employee operates standard office equipment in a normal office environment, not subject to extremes in temperatures, noise, odors, etc

Intermittent standing to assist customers in the office. Intermittent interruptions to assist customers in the office or on the phone.

Ability to climb steps and lift up to 30 pounds

This position is listed in the most recent collective bargaining agreement between the City of Taunton and the City of Taunton Management Association (COTMA).

Any changes in the primary duties and responsibilities listed may need to be negotiated between the City and COTMA to the extent required by M.G.L. Chapter 150E.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the department and requirements of the job change.