

Contract position: Plainfield Town Part-time Maintenance Manager

The Maintenance Manager performs and/or oversees proper care and maintenance of all Town facilities/buildings, and grounds. This includes preventative and as-needed maintenance. This is an independent contractor position which the Town awards annually. Work time will not exceed 20 hours/month.

Essential Duties and Responsibilities:

- \* Perform the tasks described below and report any issues to the Town Clerk
- \* Work with tools, ladders, and maintenance supplies.
- \* Inspect, clean and maintain grounds, parking lots and facilities as needed.
- \* Monitor landscaping work, snow removal, and cleaning work performed by others.
- \* Perform replacement of incandescent, fluorescent, and LED bulbs and tubes.
- \* Perform minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, and other as required).
- \* Perform minor painting, carpentry and masonry work.
- \* With authorization from the Select Board and/or the Town Clerk, prepare work scopes for repairs or improvements that require professional contractors.
- \* Oversee the performance of contractors hired by the Town to work on Town facilities.
- \* With Select Board authorization and on a case-by-case basis, monitor grant-funded projects that involve improvements to town facilities or infrastructure.
- \* Submit monthly reports of hours worked and tasks completed.

Town Hall Opera House: Because the Town Hall Opera House is not staffed, special attention is needed there as follows:

- \* Maintain mop sink areas and supply storage areas in a neat, orderly fashion.
- \* Keep track of cleaning supplies and notify staff when re-orders are needed.
- \* See that the walkways and doorways are clear of snow and ice.
- \* Clean up after municipal committee and board meetings.
- \* Meet contractors who are providing services or repairs.