



**The Town of Newport** is currently accepting applications for a **full-time Cemeteries, Buildings & Grounds Manager**. This position manages the Building and Grounds Department, including supervision of custodial and maintenance workers that perform maintenance, cleaning, and grounds or at all town Buildings, in order to provide a safe, clean environment for employees and the public. Performs all other related work as required.

**Minimum qualifications:** Knowledge of facilities management. Knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Some knowledge of contractor's responsibility; good organizational skills. High School diploma; five years facilities management of cleaning/maintenance, including basic plumbing, carpentry and electrical work, and two years supervisory experience; or an equivalent combination of education and experience. Possession of a valid driver's license required. Salary \$23.00 - \$25.00/hour plus benefits.

To apply, please submit an application to: Town of Newport, ATTN: Christopher Pelletier, Public Works Director, 15 Sunapee Street, Newport, NH 03773 or [cpelletier@newportnh.gov](mailto:cpelletier@newportnh.gov). Applications may be obtained at the Town's website ([www.newportnh.gov](http://www.newportnh.gov)). Interested candidates should review the full job description available on our website.

**The Town of Newport is an Equal Opportunity Employer.**

**Position Purpose:**

Manages the Building and Grounds Department, including supervision of custodial and maintenance workers that perform maintenance, cleaning, and grounds work at all Town Buildings, in order to provide a safe, clean environment for employees and the public. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Oversees the daily operation of the department; assigns and reviews work and assesses work progress.
- Plans, organizes, coordinates and supervises the maintenance and repair of Town buildings and grounds.
- Develops the Department budget.
- Supervises custodial/maintenance employee hires, trains, evaluates and disciplines employees
- Assigns daily duties to the work crew and reviews progress of the work.
- Performs administrative work, including approving invoices, writing bid sheets and selecting contractors.
- Makes emergency repairs, performs routine plumbing, electrical and carpentry repairs and installations as needed.
- Supervises contractors hired to do major plumbing, electrical and carpentry work on Town projects.
- Deals with town employees and their work-place needs.
- Oversees Opera House function rentals and town common rentals
- Works with Department Heads and Town employees, the public and organizations to resolve cleaning or maintenance problems.
- Fills in for custodial and maintenance as needed.
- Arranges and moves furniture.
- Sweeps, mops, waxes, polishes floors, washes windows, dusts and polishes furniture, vacuums rugs, empties waste receptacles, sanitizes and disinfects specific areas and replenishes supplies in restrooms as necessary
- Operates vacuum cleaners, drills, table and power saws, floor polishers, floor sanders, and other power maintenance equipment to perform assigned duties and uses hand tools.
- Performs maintenance of grounds which include town forest, ballfield greenspace, and cemeteries.
- Responsible for selling cemetery plots, maintenance of cemetery and plotting out new burial lots and cremation lots.
- Contracts for all phases of construction and handles contract management.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma; five years' facilities management of cleaning/maintenance, including basic plumbing, carpentry and electrical work, and two years' supervisory experience; or an equivalent combination of education and experience. Possession of a valid motor vehicle operator's license.

**Knowledge, Ability and Skill:**

**Knowledge:** Knowledge of facilities management. Knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Some knowledge of contractor's responsibility.

**Ability:** Ability to perform routine carpentry, electrical and plumbing repairs and recognize need for repairs; ability to manage Department budget and employees. Ability to establish and maintain effective working relationships with other employees. Physical ability to perform work required. Ability to organize and schedule projects; ability to assess conditions at an emergency situation and determine the proper course of action; ability to supervise contractors and monitor contract compliance.

**Skill:** Good organizational skills. Supervisory, management and leadership skills. Excellent customer service and interpersonal skills. Proficient written and oral communication skills. Proficient computer skills with Microsoft Office.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. The employee is occasionally required to lift and move objects weighing up to 60 pounds. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**Supervision:**

***Supervision Scope:*** Performs responsible duties requiring the exercise of considerable judgment and initiative in the planning, direction and control of the Department.

***Supervision Received:*** Works under the supervision of the Director of the Public Works Director, and in accordance with all applicable regulations and guidelines. Generally, establishes own work plan and completes work in accordance with established methods and standards; only cases involving clarification of policies and procedures are referred to the supervisor.

***Supervision Given:*** Supervises and oversees staff and ensures strict adherence to all rules and regulations. Participates in hiring of staff, provides daily direction, and counsels and disciplines staff consistent with town policies.

**Job Environment:**

- Administrative work is performed in office conditions, with moderate noise levels; field work is performed outdoors and involves exposure to variable inclement weather conditions and hazardous areas such as streets, rights-of-ways, medians, ditches, sewer excavations, manholes, pits and underground vaults and around heavy equipment and potentially dangerous tools; the workload is subject to seasonal and weather-related fluctuations.
- Has access to confidential information of the department such as personnel files.
- Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; operates and utilizes all equipment and tools such as hand, power and pneumatic tools, vehicles, light and heavy equipment.
- Has high degree of interaction with general public, coworkers, contractors and other Town departments. Contacts are by phone, email and in person and involve an information exchange dialogue.
- Errors in judgment may result in delay or loss of service, monetary loss, injury to employees, damage to buildings and equipment and have legal repercussions.

*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 employer and requirements of the job change.*