

# Town of Ridgefield



## **POSITION AVAILABLE**

**TITLE:**                                **Building Maintenance Supervisor**  
Full Time-40hrs week with Non-Union Benefits  
Monday-Friday

**DESCRIPTION:**  
**To oversee building maintenance services at the Recreation Center, Barlow Mountain Pool and Yanity Gymnasium.**

### **ESSENTIAL JOB FUNCTIONS:**

- ◆ Oversee daily operations, maintenance and repairs for (2) indoor recreation pools
- ◆ Ensure the up-to-date certificate of operation and repair for plumbing, electric, pneumatics, air conditioners, fire alarms, exit signs systems, security systems, boilers.
- ◆ Oversee normal building maintenance such as cleaning, painting, room set-up, supply storage, buffing floors, etc.
- ◆ Oversee snow and ice removal and helps with parking lots, sidewalks and doorways at Recreation Center
- ◆ Schedule and supervise nine maintenance employees that work days, evenings and weekends (full and part time)
- ◆ Complete biweekly payroll
- ◆ Comply with all OSHA rules and schedules annual OSHA training for staff
- ◆ Identify building repairs and purchases the necessary supplies
- ◆ Write bids on items over \$5,000.
- ◆ Keep accurate personnel and maintenance records
- ◆ Recommend budget items, upgrades, overhauls and other changes to major systems and equipment
- ◆ Regular attendance as required by the position.

### **OTHER JOB FUNCTIONS:**

- ◆ Assist in making decisions on building delays and closures
- ◆ Ensure all shifts are properly staffed and serve as backup when needed
- ◆ Required to be on call for after-hours emergencies
- ◆ Positively adhere to and enforce Parks & Recreation policy and procedures
- ◆ Other duties as required.

### **PHYSICAL REQUIREMENTS:**

Normal office environment with typical business equipment; ability to operate a computer; ability to interface and problem-solve with the public and employees. Must be able to walk, bend, drive, reach, lift, etc. Will have to lift, move, set up and take down rooms, work on maintenance issues, etc.

### **EXPERIENCE/QUALIFICATIONS:**

- ◆ Solid technical skills and extensive maintenance experience
- ◆ Prior supervisory level experience
- ◆ Ability to lift 80 lbs.
- ◆ Some HVAC experience preferred
- ◆ Must have a valid driver's license in order to travel between other facilities.
- ◆ Must be able to prioritize duties; Solid work ethic and attention to detail are vital.

**JOB POSTING DATES:**        **November 17, 2021 – until filled**

**HIRING RANGE:**    **\$80,000 – \$89,303 Depending On Experience**

**Interested applicants should send completed application and resume to:**

**Town of Ridgefield, Human Resources  
400 Main Street  
Ridgefield, CT 06877**

or email: [personnel@ridgefieldct.org](mailto:personnel@ridgefieldct.org)    EOE