



## **TOWN OF NEWTOWN**

**Newtown Community Center**

### **Facilities Manager**

**Job Description:** Under the Direction of the Community Center Director, the Facilities Manager is responsible for all aspects of the housekeeping and maintenance of the Community Center. The Facilities Manager will perform general and preventative maintenance. The Facilities Manager serves as the Certified Pool Operator for the Community Center Aquatics Center.

**Job Responsibilities:**

- Monitor and maintain aquatic facilities in accordance with applicable state standards and regulations
- Oversee and perform as necessary all maintenance and repairs
- Serves as liaison with outside vendors or contractors
- Keep Community Center Director informed of equipment outages, repairs, delays, problem progress and other department needs
- Work cooperatively with Community Center staff
- Coordinates exterior maintenance (lawn care and snow removal and lift a minimum of up to 50lbs.)
- Assist with daily event set up and take down
- Respond to emergency situations as needed
- Assure the facility is cleaned on a daily basis to the standards and guidelines
- Arrange and oversee necessary service contracts, housekeeping contracts and warranties
- Correct problems, unsafe situations and breakdowns promptly
- Assist with job specs and cost estimates for capital projects
- Willingness to work evenings, weekends as needed and other related duties as necessary and be on call for emergencies.
- Maintain appropriate inventory of equipment and supplies
- Develop and implement troubleshooting guidelines for pool emergencies, contamination or other aquatic issues

**Requirements:** 3-5 years' experience in facility maintenance or building trades. Knowledge of pools, grounds, buildings and maintenance. Certified Pool Operator is preferred. Must be skilled in use and repair of tools and equipment used in maintenance. Must possess good organizational, communication and interpersonal skills.



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**\$70K-\$77K**

**Please apply**

**[Patrice.fahey@newtown-ct.gov](mailto:Patrice.fahey@newtown-ct.gov)**

**Office of Human Resources**

**EEO/Affirmative Action employer**