



City of Holyoke
Department of Public Works
Full Time Building Maintenance Supervisor
JOB POSTING – August 30, 2022 - September 30, 2022

Position Summary:

The Building Maintenance Supervisor is responsible for city-wide building management and maintenance work involving the upkeep, repair, renovation, and construction of all city facilities.

Basic Functions:

- Responsible supervisory and administrative work in the maintenance and repair of public buildings and related work.
- Exercises considerable judgment in supervising maintenance operations and supervision over building maintenance crew.
- Makes frequent contacts with contractors and the general public.
- Errors could be costly with regard to damage to buildings, equipment, and operational failures.
- Some physical effort demanded in supervising maintenance activities while performing duties under typical office conditions

Essential Functions:

- Assigns work to laborers, carpenters, equipment operators, painters and building maintenance men
- Oversees adherence to contract specifications on the part of private firms having contracts to perform plumbing, steam fitting, sheet metal, mason roofing, electrical, or other work on public buildings, and approve payments for work done satisfactorily
- Orders all fuel used for the heating of public buildings
- Requisitions materials as needed; and maintains records of payments
- Takes charge of an assigned area of the City during flood condition; serves as an inspector of snow plowing operations
- Perform related duties as assigned

Qualifications:

Thorough knowledge of modern methods, materials, and supplies used in building maintenance work. Ability to plan, assign, and supervise the work of others. Ability to understand and carry out written and oral instructions and to read blueprints. Ability to maintain good public relations.

Education, experience and licenses required:

High school graduation or GED, including or supplemented by courses in shop practice and woodworking; five years' experience in a trade related to building maintenance; or any equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License.

Reporting Relationship: Works under the general supervision of the Director of Public Works.

Fair Labor Standards Act (FLSA) status: Non-Exempt

Employment status: Regular Full Time 40 hours per week

Hours: Monday - Friday, 7:00am - 3:00pm

Pay Rate: \$55,580.63 - \$59,981.98 (PS-22)

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please respond by email to include letter of interest, resume, and a list of three references to:
personnel@holyoke.org

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.