



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

**BETH BRENNAN O'DONNELL**  
Human Resources Director

**CATHY TROMBLEY**  
Human Resources Aide

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Human Resources Assistant

**JOB POSTING**  
**FACILITIES DEPARTMENT**  
**FACILITIES DIRECTOR**

**TITLE:** Facilities Director

**SALARY:** Salary dependent on qualifications, up to \$108,375.00 (ordinance max)

**LOCATION:** Facilities Department, 50 Farm Avenue, Peabody, MA

**HOURS:** Full-time, Monday through Friday 7:00 AM to 3:00 PM with additional hours required

**Summary:** The City of Peabody seeks a professional, team-oriented facilities management professional with excellent communication skills and demonstrated leadership ability to oversee its Facilities Department. Under the general supervision of the Mayor, this position directs and manages the complex operation of the Department including City and School Custodians and all Building Maintenance staff. Seeking a highly responsible manager who will plan, organize, direct and control all aspects of the Department operations, inclusive of building maintenance, plumbing, heating and air conditioning, electric as well as building security, grounds, construction projects and all other facility related management for the City and School buildings and properties. Directs subordinates and assures compliance with proper procedure, codes and regulations in performance of duties. Position may be called upon at any time due to imperatives associated with building facilities responsibilities.

**Essential Duties and Responsibilities:** (full description available through the Human Resources Dept.)

- Plan, organize, staff, direct, coordinate and budget the activities of the Facilities Department, direct staff in maintenance and operation of buildings including Building Envelope, Mechanical Systems, Indoor Air Quality (IAQ) and Electric; Building Security, and Grounds maintenance; and general facilities management of all City and School Buildings.
- Provide for cleaning, repair, building maintenance, renovation and replacement of buildings, grounds and equipment; responsible for the work request and work order system; prepare specifications for work to be done under contract; inspect the construction, repair and renovation of work under contract; develop and implement a comprehensive preventive maintenance/work order program for all buildings with detailed cost accounting capabilities; and implement and oversee building security card access, CCTV systems and perimeter security systems.
- Maintain compliance with all buildings and grounds related regulatory codes including: AHERA (Asbestos hazard Emergency Response Act), IPM (Integrated Pest Management), Hazardous waste disposal, Elevator and Pressure Vessel Certifications, Fire and Sprinkler System Testing etc.
- Oversee the development of department objectives, plans and goals; participate in and provide recommendation in the recruitment, employment, assignment, transfer, promotion, demotion or dismissal of department personnel. Conduct a continuing program of staff training and development.
- Prepare plan specifications for various maintenance functions and coordinate and supervise the activities of private contractors.
- Oversee major construction and renovation projects for City and School buildings; assist with the selection of construction contractors Project Managers and architects; monitor progress for adherence to project time lines and budgets. Evaluate trade contractor performance in reports for contractor certification and for references given to others.

- Make regular visits to public buildings and properties to inspect the work of subordinates.
- Prepare specifications for purchase of material, supplies and equipment necessary for the care and maintenance of buildings and grounds; and maintain an equipment inventory and equipment history file.
- Continue to develop and defend a comprehensive five-year capital improvement plan for City and School buildings; oversee execution of approved projects.
- Develop and recommend to the Mayor, Schools and City Departments plans and policies affecting the community and the public. Implement such plans and policies upon approval, assess their effectiveness and recommend modifications to facilities consistent with adopted plans and policies.
- Develop, recommend and defend department budget requests before the Mayor and City Council; authorize and expend funds consistent with City policies and procedures; monitor budgets to ensure compliance within approved levels and take corrective action as required.
- Supervise direct reports and department staff through department managers and supervisors; assure compliance with City policies and procedures and labor contracts; evaluate staff and recommend changes to meet goals and objectives. Participate in the collective bargaining negotiation process and administer the contract.
- As a City department head, meet with the City Mayor, School Superintendent and School Business Manager, and other department heads to provide input to City-wide plans, programs and coordination of City services.
- Respond to emergency situations 24 hours a day, seven days a week.
- Attend City Council, School Committee and community meetings with, or on behalf of, the Mayor.
- Other duties as may be required or assigned.

**Qualifications and Abilities:** (full description available through the Human Resources Dept.)

Education and Experience: A Bachelor's degree is required, preferably in construction management, project management, public administration, business administration, architecture, engineering or a related field. A minimum of 5 years of municipal management experience is desired. Requires a minimum of ten (10) years of progressively responsible experience in the field of building maintenance and construction. An equivalent combination of experience, education and training which provides the required knowledge, skills and abilities will be considered. Experience with electronic Work Order systems is highly desirable

Certification as a Certified Plant Engineer or other professional facilities certifications, together with trade licenses or a Mass. Unrestricted Construction Supervisors License highly desirable. Current MCPPO (Massachusetts Certified Public Purchasing Official) Certification or ability to obtain same in a timely manner following hire desired. Valid Massachusetts Driver's license is required.

Demonstrated management experience is essential. Comprehensive knowledge of codes, modern principles and practices of building and facilities maintenance and construction as applied to the administration of diversified public facilities activities. Must be able to establish and maintain effective working relationships with subordinates, managers, elected officials, other agencies and the public.

Must have:

- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Advanced computer skills and working knowledge of Microsoft Office Suite of applications, including MS Outlook, Word and Excel.
- Thorough understanding of Labor Relations in a union work environment required.
- Knowledge of budgeting and financial policies and procedures.
- Good judgment in interfacing with citizens, consultants, trade contractors, department managers, elected officials, city employees and state and federal agencies.
- Ability to maintain strict confidentiality.
- Ability to write reports, business correspondence, and procedural manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the public.
- Ability to manage construction contracts.
- Ability to multitask and prioritize complex, time-sensitive issues.

**POSTING DATE: July 30, 2018**

Qualified candidates are encouraged to apply by submitting a resume and cover letter on or before **August 17, 2018** to the City of Peabody Human Resource Office, City Hall, Room 204, 24 Lowell Street, Peabody, MA 01960; or via e-mail [kelly.bloom@peabody-ma.gov](mailto:kelly.bloom@peabody-ma.gov); or fax 978-278-1544. The City is an EOE.