

TOWN MAINTENANCE SUPERVISOR

Applicants must show proof of full vaccination for COVID-19 and be able to follow COVID-19 health guidelines as approved by the Montgomery County Board of Health.

The Town Maintenance Supervisor is provided a salary in the range of \$50,000 to \$70,000 depending on experience and skill level. Benefits include health/dental insurance, paid vacation and holidays, and access to a retirement system.

JOB SUMMARY

This job is located in the Town of Washington Grove, Montgomery County, Maryland (washingtongrovemd.org). The incumbent is responsible for performing, or overseeing the performance of the full range of activities involved in the maintenance, repair, and/or improvement of public space and public buildings within the Town as well as providing on-going support for official Town-sponsored functions and activities.

MAJOR DUTIES AND RESPONSIBILITIES

A. Safety/Liability Inspection

Conducts regular and recurring reviews of Town roads and walkways to ensure that they are clear and passable for emergency vehicles. Inspects all Town signage to ensure that it is visible and in good repair. Replaces or repositions signage as necessary. Removes debris from roads and walkways to ensure safe passage. Notes and follows up on potentially hazardous trees to ensure that they are professionally trimmed or removed as necessary.

Inspects Town recreational facilities for potential hazards, such as broken glass, poison ivy, and general cleanliness and appearance. Corrects deficiencies found. Empties trash containers when necessary and ensures that containers are in good repair. Inspects and repairs or replaces playground equipment in Town parks. Inspect all fire extinguishers in Town buildings monthly.

During periods of inclement weather, particularly during the snow season, ensures that Town buildings are accessible and walks free of snow and ice. May assist Town contractors in snow removal and road clearing activities during the winter. Places containers of sand at selected Town intersections and ensures they remain accessible and refilled as needed.

B. Grounds Maintenance/Landscaping

On a regular and recurring basis, mows and trims Town parks, walkways and public rights-of-ways to maintain an orderly appearance and provide for safe use. Uses a variety of powered equipment such as tractors, mowers and trimmers. Oversees and directs the performance of seasonal workers as required.

Inspects Town trees for needed care, coordinating with the Forestry Committee as required. Personally performs minor tree care and oversees the performance of contracted work involved in major pruning or removal. Uses a variety of hand and power tools such as saws, pruners and chain saws. Coordinates the planting of new trees and regularly waters them to encourage their survival and growth.

Inspects the condition and functionality of the Town's drainage ditches to ensure that they are clear and free-flowing. Inspects culverts and road drains to ensure that they are in good repair and operating correctly. Corrects deficiencies as needed. Twice a year, or more frequently if needed, cleans leaves and other debris from open drainage ditches. Inspect and maintain the sediment pond at the end of Lower Brown Street.

Implements the Town's long-range Landscaping and Beautification Plan, coordinating activities with appropriate committees involved. Exercises a good knowledge of native and non-native tree, shrub, and plant species characteristics to ensure effectiveness of Town plans.

Performs required annual maintenance of Maple Lake pumping and aeration equipment. Inspects, repairs, and maintains lake recreational equipment, such as docks and diving boards. Inspects and repairs lake fencing.

C. Building Maintenance and Repair

On a regular and recurring basis, inspects all Town buildings including McCathran Hall, Town offices, the Maintenance Garage, gazebo, tennis sheds and Lake buildings. Develops and keeps current a building maintenance plan. Determines the nature and extent of preventive maintenance and/or repairs needed. Personally, performs repairs and maintenance, requiring the application of a variety of building trades skills such as carpentry, electrical, painting, plumbing and HVAC. Identifies conditions or issues requiring outside contractor help and oversees and coordinates contractor efforts to ensure work is performed promptly and in a workmanlike manner. Pays particular attention to those items and issues related to public welfare and safety.

D. Equipment Maintenance and Repair

On a regular and recurring basis, inspects, maintains and repairs Town equipment such as tractors, mowers, trimmers, snow blowers and other power equipment. This includes lubrication, fluid replacement, engine tune up, belt replacement and other routine maintenance and repairs. Cleans and sharpens hand tools, replacing those that are worn out or broken. Determines need for new or more capable equipment and coordinates with the Town Councilor in charge of maintenance for its acquisition.

E. Event Assistance and Support

Provides assistance and support at official Town-sponsored events, such as the Fourth of July celebration, Music Weekend, and Arbor Day. Assists in setting up and breaking down chairs, tables, etc. and performs a variety of other tasks as requested by event organizers. This may occur up to ten or more times per year.

SUPERVISORY CONTROLS

The incumbent's official supervisor is the Town Mayor who establishes overall goals, objectives and financial constraints for the work to be done, and who formally evaluates job performance.

Day-to-day work assignments are controlled by an established schedule of activities that is developed jointly by the incumbent, the Town Mayor, the Town Councilor responsible for maintenance and the various volunteer committees in the Town, such as the Lake Committee and the Forestry Committee. The schedule is subject to changes and variations due to a variety of external conditions, such as weather emergencies. The incumbent uses personal judgment in independently carrying out the tasks, consulting with Town officials on an as-needed basis.

Work is evaluated in terms of achievement of stated objectives, responsiveness to the maintenance needs of the Town and the overall appearance of Town public buildings and spaces.

SKILL AND KNOWLEDGE REQUIRED

Skill in a variety of building trades including carpentry, masonry, electrical, plumbing and HVAC sufficient to perform routine maintenance and repair of Town buildings and facilities.

Skill in the maintenance and repair of power equipment such as tractors, mowers, trimmers, chain saws, snow blowers, etc. to ensure that Town equipment is kept in top operating condition.

Skill in performing landscape maintenance activities including the care of turf, trees and shrubbery to ensure that Town grounds are properly maintained and in good appearance.

Knowledge of forestry and plant characteristics sufficient to work in close coordination with volunteers from the Town Forestry Committee and the Town Forester.

Knowledge of storm water management and control sufficient to keep Town drainage system in good operating condition.

Ability to communicate effectively orally and in writing.

Ability to work cooperatively and effectively with all types of persons.

PHYSICAL DEMANDS

Must be able to work out of doors in a variety of weather conditions.

Must be able to lift 50 pounds.

Work requires long periods of standing, walking, lifting, carrying and reaching, often in awkward or difficult positions.

Must possess a valid driver's license.

Must be legally qualified to work in the United States.