



TOWN OF NORTHBOROUGH

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EMPLOYMENT OPPORTUNITY FACILITIES MANAGER MAY 11, 2021

The Town of Northborough seeks applicants for the full-time position of Facilities Manager. Under the general direction of the Town Administrator, or his/her designee, this position is responsible for the Town's physical plant operations and the maintenance of all municipal buildings and grounds. Responsibilities include developing plans for building and facility maintenance, preparing bids and specifications for work, scheduling, reviewing, and inspecting repairs. Position is responsible for the supervision of at least one custodian.

Successful candidate will have experience in cost estimation, budget development, building maintenance and repair. Position requires knowledge of building codes, heating, ventilation, and air conditioning systems, asbestos abatement, and hazardous material requirements. Working knowledge of Massachusetts procurement laws and health and safety codes preferred. Requires a bachelor's degree in building/plan operations and maintenance and 5 years' experience, including 3 years of supervisory experience; or any equivalent combination of education and experience. Professional licensure or certification in construction or professional trades highly desirable. Requires Class D motor vehicle license. Hiring range is \$80,551-\$92,616, DOQ, with comprehensive benefits.

Please submit a cover letter and resume to: Town Administrator, 63 Main Street, Northborough, MA 01532 or email to townadmin@town.northborough.ma.us. Position open until filled. First review of applications on 6/1/2021. AA/EOE