

## **Full job description**

**Job Summary:** A full-time (or part-time for right candidate) General Services Manager will oversee the daily maintenance of various municipal owned buildings and grounds and ensuring that all projects are completed efficiently and with quality standards. This position will perform and oversee grounds, buildings and minor road maintenance, municipal solid waste and recycling pickup, municipal garage, transfer station facility, winter plowing of municipal parking lots, access driveways and the transfer station facility. The ideal candidate will have a background in grounds and building maintenance. This role requires a strong hands-on leader who can manage our small General Services Maintenance Department with a staff of up to two full-time and two part-time employees. The ability to operate a backhoe/loader, and other equipment, as well as training others is essential for this position. The Town will consider a part-time candidate such as a retired or semi-retired person who has the appropriate knowledge of the duties for this position.

### **Duties**

- Supervise and coordinate all grounds operations, including lawncare, tree trimming, roads/sidewalks clearing, etc. Minor road maintenance such as pothole filling, dragging and filling gravel roads, ditching, road-side mowing and annual street sweeping/stripping. Building maintenance such as carpentry, minor plumbing, and painting. Trash and Recycling pickup operations.
- Manage snowplowing operations of our municipal roads, parking lots, driveways and transfer station facility to ensure a timely service.
- Oversee the maintenance of equipment and tools used in all facets of the Department to make sure they are kept clean and in good working condition.
- Monitor project budgets and timelines to ensure efficient resource allocation and completion of tasks.
- Conduct regular site inspections to assess work quality and adherence to safety standards.

### **Skills**

- Strong knowledge of roads, grounds and building maintenance practices.
- Proficient in using hand tools and machinery related to road, grounds and building work.
- Excellent leadership skills with the ability to motivate and manage the team effectively.
- Ability to communicate effectively with staff, Town Office and the public.
- Problem-solving skills with the ability to make sound decisions under pressure.
- Knowledge of safety regulations related to grounds and building maintenance operations is preferred.

**Job Types:** Full-time, Part-time

**Pay:** \$26,000.00 - \$66,800.00 per year

**Expected hours:** No more than 40 per week

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Weekends as needed

Experience:

- Building and Grounds Maintenance: 5 years (Required)

Language:

- English (Required)

Ability to Commute:

- Castine, ME 04421 (Required)

Work Location: In person