

TOWN OF UXBRIDGE  
21 South Main Street  
Uxbridge, MA 01569-1851  
Phone 508-278-8606/8607

NOTICE

SEP 5 '19 AM 9:01

POSTED: September 4, 2019  
NOTICE: Part-Time Job Opening - 19 hours per week  
Hours: negotiable  
CLASSIFICATION: Facilities Administrator/part-time  
DIVISION: Facilities Department  
REQUIREMENTS: Per Attached Job Description  
HOURLY WAGE: up to \$28/hour  
AVAILABLE: immediately  
APPOINTING AUTHORITY: Town Manager

The Town of Uxbridge is seeking a Facilities Administrator to perform administrative and coordination duties in the daily operation, maintenance, and repair off all Town (non-school) buildings and other properties. This is a newly created position.

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Uxbridge Town Hall, Attention: Benefits, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Applications will be accepted until the position is filled. AA/ EOE.

Posted: Town Hall, Library, DPW, Fire Department, Council on Aging, Police Station.

The Town of Uxbridge is an Equal Opportunity Employer

## FACILITIES ADMINISTRATOR JOB DESCRIPTION

### **Duties:**

- Monitor safety, cleanliness, maintenance, preventative maintenance, inventory management and/or equipment repair of all buildings ensuring smooth operation
- Responsible for the coordination of scheduling and managing buildings, surrounding grounds, supplies, and equipment projects/services/repairs for town buildings
- Identify and secure trades needed to repair and maintain buildings and facilities
- Identify and address consistency of contracted services among all buildings through bidding or procurement
- Negotiate vendor contracts
- Manage contact and relationships with vendors related to facilities
- Through the Accounting office, track budget expenses by building/facility
- Order and maintain inventory of supplies for buildings and facilities
- Review and process invoices for payment
- Manage small capital projects for buildings and facilities
- Other duties as assigned by the Town Manager
- Supervision of full-time handyperson

### **Supervised by:**

Town Manager

### **Supervises:**

Administrator will work collaboratively with other employees and volunteers within and outside of the Department  
Supervision of full-time handyperson

### **Skills:**

Strong interpersonal skills

Highly organized with exceptional follow up

Exceptional project management skills

Ability to manage multiple projects simultaneously with attention to detail

Ability to build strong internal and external relations using effective verbal and written communication skills

Self-motivated, ability to shift priorities as needed

Excellent customer service with a positive attitude

Exercise a high degree of judgment and tact

### **Education and Experience:**

Bachelor's degree in business, facilities, or related degree

10 years' experience in business or facilities

Administrative coordination experience

Purchasing/procurement experience

Facility/Building Management

Project Management

Microsoft Outlook, Word, Excel, PowerPoint

Send cover letter, resume, and three professional references to [HR@uxbridge-ma.gov](mailto:HR@uxbridge-ma.gov) or mail to Benefits, Uxbridge Town Hall, Attention: Benefits, 21 S. Main Street, Uxbridge, MA 01569. Position available immediately. Interviews will be held as qualified applications are received. Visit [www.uxbridge-ma.gov](http://www.uxbridge-ma.gov) for a complete job description.

AA/EEE