




TOWN OF GRANBY

MEMORANDUM

DATE: January 27, 2025

TO: The Granby Board of Selectmen

FROM: Mike Walsh, Granby Town Manager 

REGARDING: Department of Public Works Supervisor Job Description - Approval

As you are aware, the Public Works Department was reorganized on July 30, 2024. Related to this initiative, the Deputy Director was eliminated and in its place, five supervisor positions were created by adding supervisory responsibilities to five existing job descriptions.

These new positions provide for supervisors of General, Fleet, Grounds, Roads, and Facilities.

The purpose of this reorganization was to flatten the organizational structure, provide more training and promotional opportunities, create smaller spans of control with direct supervision provided by existing employees, and to enhance daily communication and autonomy.

Recently, the Town completed a competitive interview to fill the last of the five positions which was the Facilities Supervisor. As a result, I'm happy to report that Rich Thoms has been promoted to the Facilities Supervisor position. Please join me in congratulating Rich.

As it relates to the attached job descriptions, Charter Section 9-1 establishes the Merit System with Charter Section 9-2 establishing the Classified Service, including the creation of job descriptions. Per the Charter, job descriptions are then approved by the Board of Selectmen.

Accordingly, I respectfully request the following motion be approved to allow this job description to be officially accepted by the Board of Selectmen.

Proposed Motion:

I move that the Board of Selectmen approve the new supervisor job description for Facilities as provided in the attached memo from Human Resources Director Krista Shaffer dated January 16, 2025.

Town Manager's Office

CC: Betsy Mazzotta, APMO
Kathy Kane, Admin/Purchasing/Risk Coordinator
Kirk Severance, Director of Public Works
Krista Shaffer, Director of Human Resources



TOWN OF GRANBY

MEMORANDUM

DATE: January 16, 2025

TO: The Granby Board of Selectman

FROM: Krista Shaffer, Granby Human Resources Director

REGARDING: DPW Facilities Job Description

Per the MOU with UPSEU Local 424, dated July 29, 2024, 5 supervisor positions were created. All but one position was filled. The Facilities Supervisor position was put on hold until January 2025.

The job description for the position has been created and approved by the Union. It is attached for your review and approval.



Town of Granby Facilities Supervisor/Maintainer IV Job Description

Job title: Facilities Supervisor/Maintainer IV

Department: Department of Public Works (DPW)

FLSA Status: Hourly/non-exempt

Reports to: General DPW Supervisor (day-to-day). Director of Public Works (major projects; performance management)

Position Summary: Administrative, technical, and supervisory work in managing the maintenance, repair, renovation and construction of Town buildings and facilities; all other related work as required. Performs varied responsible duties which require the exercise of considerable judgment and initiative in planning and implementing programs, determining the scope and scheduling of projects, managing facilities, and dealing with various departments, contractors and the general public.

Essential Duties and Responsibilities:

- Provides for the repair and maintenance of all Town buildings, facilities, and related equipment, structural, electrical, plumbing, HVAC, and sewage disposal systems; oversees cleaning, maintenance and repair of all municipal facilities including capital repair program.
- Lead crew and participate in performing a wide variety of maintenance tasks such as, removal of snow from facilities and public roads, repairing and maintaining public buildings and facilities, and maintaining public infrastructure.
- Monitors preventive maintenance schedules; ensuring that periodic inspections, repairs and maintenance are carried out in a timely manner. Ensures compliance with federal, state, and local codes and regulations, coordinates annual safety inspections; maintain records for all insurance inspections.
- Assists in the training, and evaluation of maintenance and custodial staff. Provides performance feedback and input into performance reviews.
- Assists the Sr./General Supervisor in coordinating work schedules with other town departments and local public utilities and ensuring that all projects are completed with high quality and in a timely manner.
- Prioritizes responses to building issues, equipment breakdowns and other emergency situations and responds with promptness, efficiency, courtesy and attention to the needs of the individuals involved.
- Assists with development and administration of operating and capital budgets relating to the maintenance of buildings and facilities, prepares the appropriate sections of the annual report of the department, purchases equipment and supplies within budgetary allotment. monitors expenditures supplies throughout the year and orders when needed.
- Prepares or reviews specifications for contracts relating to the repair, renovation and construction of municipal buildings and facilities.
- Prepares activity reports as required; prepares other reports or documents necessary for

TOG – Facilities Supervisor Job Description

Originated: January 2025

Revised:

the orderly management of public procurement as it relates to buildings and facilities.

- Monitors and tracks water usage at parks pond.
- Coordinates climate control and custodian coverage with event coordinator for venues and special events held within public buildings.
- Acts as staff liaison to boards and committees as requested by the Director.
- Works cooperatively with all departments to assure safe, effective and efficient municipal operations and administration.
- Performs similar or related work as required, directed or as situation dictates.

Education and/or Work Experience Requirements:

- Minimum 5 years experience in building and facilities maintenance; previous supervisory experience strongly preferred.
- Must demonstrate ability in understanding best practices in construction and maintenance techniques. Sound judgement and decision-making skills.
- A valid CDL class B or A license in good standing.
- Good interpersonal skills including the ability to work effectively in a team environment.
- Fluent and knowledgeable in MS Office (Word, Excel, PowerPoint).
- Be able to read and interpret maps, etc.
- High school diploma or equivalent required; specialized training and certification in a trade preferred.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Regularly required to talk or hear.
- Frequently is required to use hands or fingers, handle or feel objects, tools, or controls.
- Frequently required to stand; walk; sit; and reach with hands and arms.
- Occasionally lift and/or move up to 50 pounds.
- Specific vision abilities include: close vision, distance vision, and the ability to adjust focus.
- Frequently required to work outside in all weather conditions.
- Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, and moderate physical effort when supervising work in the field.

Print Employee Name:

Employee signature:

Date: