

**CITY OF FALL RIVER
JOB POSTING**

The City of Fall River, Facilities and Maintenance Division has the following vacancy:

| | |
|----------------|---|
| Date: | April 15, 2021 |
| Title: | Director of Facilities and Maintenance |
| Salary: | Annual salary range \$90,000 - \$98,000 |
| Hours: | Monday through Friday 9:00am 5:00pm (Flexibility to work outside of this schedule) |

**Please submit your letter of interest and resume to Human Resources, One Government Center, Fall River, MA 02722 or e-mail to Madeline Coelho at mcoelho@fallriverma.org
Open until position filled**

JOB DESCRIPTION:

In the Department of Facilities and Maintenance and under the direction of the Mayor or his designee, coordinate, plan and direct activities of City buildings capital and maintenance projects, including construction of new schools, to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

ESSENTIAL FUNCTIONS:

Overall coordination and supervision of employees of numerous construction maintenance projects including design development and bidding. Is liaison between city staff, advisory committees, public agencies, funding agencies, community groups, media and the Public. Establishes and arranges work plan and staffing for each phase of project. Ensure that all necessary permits and compliance of any and all regulations

EDUCATION & EXPERIENCE

Minimum five (5) years of experience in a supervisory or management capacity. Bachelor's degree in Civil Engineering business public/administration or management capacity related field or equivalent qualifications. Excellent written and verbal communication skills are required. Minimum of five (5) years in contract administration, grant administration and construction management. Demonstrated successful experience in public construction process. Ability to coordinate multiple projects and agencies. Knowledge of basic accounting principles and budget management. Experience with School construction and MSBA regulations. Must hold any professional license in the construction trades. Valid Motor Vehicle license required. Construction supervisor's license desired. EOE