

FACILITIES SPECIALIST  
MIDDLETON, MA  
Pays 41,500 year  
Job Order# 692369

## Job Responsibilities

- Maintain and control all facility operating systems
- Plan daily facility services and maintenance work schedule for the facility
- Complete scheduled facility services and maintenance tasks
- Respond and complete immediate facility maintenance and repair needs
- Insure completion of all required safety inspections for facility equipment
- Source and supervise work for facility maintenance and services contractors
- Project management of contractors
- Contract and purchase needed maintenance supplier and equipment
- Complete assigned projects within required budget and time parameters
- Schedule and maintain the facility preventative maintenance database
- Respond to facility fire, burglar, and equipment alarms on a 24/7 basis
- Emergency and facility policy & procedures administration
- Maintenance & services contract administration
- Facility security

## Job Requirements

- High school diploma and advanced facilities training and/or associates degree with 3 to 5 years of working experience
- Strong written and oral communication skills
- Proven mechanical experience
- Thorough knowledge of HVAC, electrical, plumbing and other building systems
- Demonstrated general mechanical and electrical maintenance skills
- Demonstrated project management skills
- Knowledge of OSHA safety regulations
- 4th class boiler operations knowledge a plus
- Good working knowledge of Microsoft word and excel
- Current valid driver's license and 24/7 transportation
- Negotiating and purchasing experience desired
- Willingness to further develop facility services and maintenance skill sets

## HOW TO APPLY

Candidates can forward their resume to [lbrown@detma.org](mailto:lbrown@detma.org) for consideration.

### ***Lisa Brown***

Rapid Response Employer Service Rep  
Metro North & Northeast Regions  
Business Service Unit  
North Shore Career Center of Lynn