



# TOWN OF HAVERHILL *New Hampshire*

Town Administration Office  
2975 Dartmouth College Hwy North Haverhill, NH 03774  
<http://www.haverhill-nh.com>

## **Maintenance Assistant** *An Equal Opportunity Employer*

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### **JOB DESCRIPTION**

**Maintenance Assistant** – This position will be responsible for assisting in the operational maintenance of the buildings and grounds of the Town's facilities. The Maintenance Assistant is responsible for assisting the Head of Maintenance in performing routine and assigned work. This position works closely with the Head of Maintenance and is under the direct supervision of the Head of Maintenance. The ability to balance and prioritize multiple tasks and requests and meet deadlines in a professional manner is required.

Principal Duties and Responsibilities include:

- Assist with the maintenance of files for each facility that is accessible and organized.
- Assist with the maintenance of individual facilities and collectively for all facilities.
- Assist with the implementation of a preventative maintenance program.
- Assist with the implementation of a ground's maintenance program.
- Assist with the proper snow removal of all walkways, entrances, and doorways.
- Help coordinate maintenance and grounds activities with other departments and contractors.
- When directed, solicit, coordinate, and oversee the work of vendors, suppliers, and contractors.
- Assist with the day-to-day maintenance of buildings, building systems, and custodial services.
- Prioritize work, inspect work in progress, and upon completion for completeness and accuracy.
- Perform the work of lower level positions as needed.
- Assist with ensuring all locks are maintained and operate correctly.
- Assist with the management of a pest control program.
- Ensure the storage of materials and equipment in a safe and tidy manner.
- Respond to off-hours critical calls to resolve facility issues when directed.
- Assist with the coordination and direct office moves.
- Foster a respectful, collaborative work environment with coworkers, other departments, and vendors.
- May be asked to order supplies, materials, and equipment in accordance with Town protocols.
- Use the Town's databases and email system.
- When requested, will resolve scheduling, implementation, equipment, and inventory issues.
- Other duties as assigned by the Head of Maintenance.

## **TOWN FACILITIES:**

- James R. Morrill Building (JRM)
- Robert E. Clifford Memorial Building (CMB)
- Storage Units at the CMB Building
- East Haverhill Armory
- Highway Garage
- No. Haverhill Sewer Pump Station
- No. Haverhill to Woodsville Sewer Line
- Hazen Park
- Railroad Park & Caboose
- Ammonoosuc Trail
- Bath-Haverhill Covered Bridge
- VFW Playground

❖ *The above list is meant to provide an overview and is not necessarily inclusive of all facilities.*

## **SPECIAL REQUIREMENTS:**

- Must have and maintain a Valid NH Driver's License
- Must be available Monday through Friday between the hours of 7:30 A.M. and 4:30 P.M.
- Must be able to occasionally work evenings, weekends, and holidays as needed
- Must maintain the confidentiality of Town, employee, and departmental information

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to read, analyze, and interpret technical journals, financial reports, plans, and legal documents
- Ability to respond to common inquiries or complaints from internal and external customers, regulatory agencies, or members of the public
- Ability to write clearly and concisely to give direction, information, and document work needed and/or completed
- Ability to work with math concepts
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to define project scope, produce an itemized estimate, quote contracted services, and present to the Town Manager showing how the project fits into the overall maintenance strategy and departmental budget
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Must have working knowledge of electrical, plumbing, heating, and other systems
- Basic computer skills including working knowledge of Microsoft Word and Excel
- Strong leadership skills

**EDUCATION & EXPERIENCE REQUIREMENTS:** The ideal candidate will have experience in facility maintenance with an emphasis on the maintenance of HVAC, electrical, or plumbing systems or a combination of experience, training and education, which will be evaluated on an individual basis for comparability. Pay will be based upon skills, knowledge, and experience.