



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

POSTING DATE: July 21, 2014

EMPLOYMENT OPPORTUNITY

TITLE: DIRECTOR of FACILITIES

DEPARTMENT: Facilities Maintenance Department

DUTIES: Summary description (full description available at the Human Resources Office)

Under the direction of the Mayor, this position is a highly responsible manager who will plan, organize, direct and control all aspects of the Facilities Maintenance Department operations, inclusive of building maintenance, plumbing, heating and air conditioning, electric as well as building security, grounds, construction projects and all other facility related management for the City and School buildings and properties. Directs subordinates and assures compliance with proper procedure, codes and regulations in performance of duties.

PAY: \$100,000

QUALIFICATION: (Full qualifications to be found on full description which can be obtained from the Human Resources Dept. at City Hall)

Education and Experience:

Duties require Bachelor's degree; extensive knowledge of building construction, architecture, engineering, and business management/public administration.

Ten (10) years of progressively responsible experience in building maintenance and construction; or any equivalent combination of education and experience which evidences the abilities required.

MCPPO (Massachusetts Certified Public Purchasing Official) Certification will be held or will be able to be obtained timely; such MCPPO designation as indicated in regard to school regulations (MSBA requirements) which can be found on www.mass.gov/ig/mcpo. Certification as a Certified Plant Engineer and/or other professional facilities certifications and any trade licenses or a Mass. Unrestricted Construction Supervisors License are all highly desirable.

Must have a current valid driver's license.

To apply, please send resume and cover letter by 8/8/14 to Director of Human Resources, 24 Lowell St. Peabody, MA 01960; email cathy.trombley@peabody-ma.gov; fax 978-538-5982. The City is an EOE.