

## ***NOTICE OF VACANCY***

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Date of Notice	January 8, 2018
Position	<b>Maintenance Superintendent</b>
Department	Public Works - Maintenance
Salary Range	61,200 – 81,522 (14 steps pay scale) plus excellent benefits
Closing date	Open until filled
Anticipated appointment	ASAP

**Requirements:** Position is responsible for planning, budgeting, organizing and scheduling the maintenance of town buildings and remodeling/repairs; analyzes facilities expenditures including utilities; procures bids for building construction and services. Manages maintenance of heavy and emergency response equipment, staff vehicles and fueling systems. Provides direct supervision to maintenance staff and trade professionals and other department employees as needed. Estimates and develops annual building and maintenance operating budgets and long range capital improvement plan for facilities and fleet. Able to utilize computer programs including Microsoft Word and Excel and TMA (fleet and facilities software). Able to communicate effectively both verbally and in writing.

**Qualifications:** Knowledge and level of competency commonly associated with the completion of an associate's degree with additional training in construction management/estimation, engineering, building trades or related fields. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require a five to eight years of maintenance and supervisory experience. Possession of, or ability to readily obtain, Commercial Driver's License and NHDES underground storage tank operator certification.

Submission Requirements: Employment application required along with cover letter and resume.

Email or mail application to: [dcisewski@exeternh.gov](mailto:dcisewski@exeternh.gov)

Human Resources  
Town of Exeter  
10 Front Street  
Exeter NH 03833

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