

INTERNAL POSTING

Posting Date: November 7, 2025
Posting Closes: November 21, 2025
Position Title: Facilities Maintainer
Department: Public Works
Position Type: Full-Time, Non-Exempt Employee
Reports to: Public Works Director or designee
Rate of Pay: Per NAGE union contract

If you are an internal applicant interested in this position, please submit a resume , updated application, and three references via email to hr@wlocks.org.

The Town of Windsor Locks is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

SUMMARY:

Under general supervision of the Director of Public Works or their Designee, the Facility Maintainer maintains buildings, including cleaning, making routine repairs to the building and assuring that restrooms are adequately supplied.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

CLEANING

- Vacuums all offices and hallway rugs, wet and dry mops all floors, strips/waxes/buffs floors, and shampoos carpets.
- Washes windows.
- Cleans offices and restrooms, replenishes paper dispensers, empties wastepaper baskets and recycle containers.
- Orders cleaning supplies for town buildings.
- Fills in for other maintenance workers as needed.

REPAIRS, MAINTENANCE, AND SAFETY

- Repairs or replaces exterior and interior lights, ballasts, clocks, electric fuses, glass fixtures, windows, flagpole ropes, steps, doors, locks and keys, etc.
- Assists with office renovations, including framing, sheetrock, painting, and installation of ceilings and flooring, and electrical as needed.
- Repairs brick, faucets, boilers, flush toilets, unit heater fans, gas ovens, water switches, etc.

LANDSCAPING AND SNOW REMOVAL

- Plants, weeds, trims, waters outside flowers and shrubs, cuts grass, fertilizes, and rakes.
- Maintains sidewalks and/or parking lots in inclement weather as instructed by the Director of Public Works or Designee.

GENERAL / MISCELLANEOUS

- Opens and closes town building daily, unlocks/locks doors, turns on/off all hallway lights.
- Supervises, supplies, and instructs community service workers.
- Maintains facility related records including SDS inventory, inspection reports, maintenance records, and supply inventories.
- Operates basic computer programs including email, MS Office, work order management systems, etc.
- Perform all other duties as assigned. May involve work on different shifts.

SUPERVISORY RESPONSIBILITIES:

No direct supervisory responsibility except the occasional supervision of 1 to 3 community service personnel on a project basis. Supervision involves planning, organizing, instructing, and otherwise seeing that the work is done satisfactorily.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School Diploma or equivalent.
- Licensed in one or more of the building trades.
- Minimum of 1 to 2 years work experience as a facilities maintainer, custodian, or similar occupation.
- Demonstrated knowledge of floor care, carpentry, electrical, plumbing, heating, painting, masonry, gardening, lock repair, and blueprint reading, including the ability to troubleshoot repair and maintenance problems.
- Demonstrated knowledge of OSHA regulations and training in the safe handling of chemicals and blood pathogens.
- Must maintain a valid CT Driver's License

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.

OTHER SKILLS AND ABILITIES:

Ability to adapt to changing circumstances. Ability to develop teamwork among associates and subordinates. Must have emotional stability and initiative. Must be resourceful and self-motivated. Ability to perform duties with awareness of all requirements pertaining to safety, personnel, and standard operating procedures of the Town. Must be able to

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Sufficient physical strength and stamina is required to perform the duties of this position. Specific vision abilities required by this job include close vision, such as reading type or handwritten material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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Approved (Manager)

Devin Cowperthwaite, Director Public Works

Human Resources

Jason M. Lathrop Human Resources

First Selectman

Scott Storms