

## **Facilities Manager**

### *Town of Bourne*

The town of Bourne seeks a qualified individual to fill the position of Facilities Manager. This position reports to the Director of Public Works. The responsibilities of the position includes administrative and supervisory work in planning, organizing, and directing operations and maintenance of buildings; maintains grounds in the vicinity of all buildings; acts as project support for building construction and/or renovation projects. Working knowledge of HVAC systems and controls. Interpret and apply current federal, state and local policies, laws and regulations. Ability to communicate clearly and effectively, both orally and in writing. Over seven years' experience in facilities management (a least five of which shall be supervisory experience). A bachelor's degree in engineering, facilities management, business or a related field, or equivalent job experience is required. A Certified Facility Administrator (CFA), Mass Certified Construction Manager, and Mass Certified Public Purchasing Officer (MCPPO) are preferred. Deadline for applications is December 21, 2018. Please send cover letter, resume with five work related references and salary history to Town of Bourne Department of Public Works, George M. Sala, Director of Public Works, 35 Ernest Valeri Road Buzzards Bay, MA 02532.