



## *Employment Opportunity*

### **FACILITIES DIRECTOR TOWN OF BEDFORD**

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The Town of Bedford (pop. 14,020) seeks candidates for the position of Facilities Director. The Facilities Director reports to the Town Manager and Superintendent of Schools and performs duties related to directing programs that maintain public buildings consisting of 705,034 square feet. This position is responsible for supervising 32.4 departmental staff members, including administrative supervision of the work of subcontractors and the maintenance and custodial force.

Responsibilities include, but are not limited to, directing the comprehensive overall planning and scheduling of maintenance and repair requirements of the Town's buildings; developing and maintaining a multi-year capital improvement plan and maintenance program for all town buildings; overseeing the execution of approved projects; establishing bid specifications pertaining to supplies, materials, equipment, and local contract work; and establishing environmental compliance programs for asbestos abatement, radon control, lead paint control, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations.

Ideal candidates should have knowledge of the following: public procurement laws and regulations, construction and design services contract administration procedures, methods and materials used in the care and maintenance of buildings, hazards and safety precautions common to facility maintenance/repair activities, local government practices and procedures, and report writing and preparation.

Requirements include a bachelor's degree in engineering, civil engineering, or architecture; a minimum of ten years' experience in facilities management (five of at the management level); or, an equivalent combination of education and experience. Must also possess, or be able to obtain by hire, a valid Class D State Driver's License.

Entry FY14 salary range for this position is \$81,001-\$98,213; maximum salary is \$115,426; initial compensation based on experience and education of finalist. The Town of Bedford offers a comprehensive benefits package.

Application for employment may be downloaded at:

<http://www.bedfordma.gov/index.php/employment>

Please send resume, application, and letter of interest to:

Sarah Buhler, Human Resources/Management Analyst  
10 Mudge Way  
Bedford, MA 01730

or fax to (781) 275-6310

Preference will be given to applications received by November 1, 2013. Position will remain open until filled.

**The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.**