**MAINTENANCE COORDINATOR**

**Overview:** The position of Maintenance Coordinator is proposed to be created in order to ensure (i) testing and maintenance of Town facilities and equipment, (ii) testing and maintenance of emergency response equipment located on the island to enable first responders to fires and other emergency situations and (iii) ongoing compliance with required periodic inspections and upgrades of, and reporting relating to, facilities and equipment.

**Position:** The position of Maintenance Coordinator is anticipated to require 4-6 hours per week, with biweekly timecards submitted to be compensated at $ 10 per hour/ $1,800 per year. (2016 budget pending at $3,900 per year/ $15 per hour) The position is filled and takes direction from the Selectboard. Applicants must maintain a year-round presence on the island and have sufficient mechanical knowledge to perform the basic maintenance and testing functions.

**Job Description**: The Maintenance Coordinator is responsible for:

* Performing periodic (weekly, bi-weekly, monthly or annual) tests (in accordance with a schedule to be prepared in accordance with MMA, insurance, warranty and good practices requirements) of Town infrastructure and emergency equipment to ensure all is in good working condition and readiness, including:
* Fire extinguishers - monthly inspection
* Emergency medical supplies - to be organized, easily accessible for first responders and that all equipment is functional; Brush truck, Indian tanks, dry hydrant, emergency radio/pagers and other fire preparedness equipment
* Maintaining dry hydrant filters
* Town building fixtures (light bulbs, water filter, heating systems including monitor heater, furnace, and post office heater, vents, etc.)
* Town generator & ferry ramp generator

- Assisting with set up and break down of town functions

* To work in conjunction with town contracted personal, on town improvement projects; for example 2016-2017 projects included the installation of town dry hydrant and the replacement of oil tanks for the town municipal building.

As needed, identifying, in conjunction with SBA to obtain pricing quotes from, and contracting with, appropriate maintenance and repair services to keep infrastructure and equipment in good working order, all in consultation with the Selectboard

Maintaining and updating a list of emergency contact personnel off island (fire and medical), staying in regular contact with such personnel and as appropriate arranging for such personnel to visit to the island to consult on improvements to emergency preparedness procedures, all in consultation with the Town of Frenchboro Emergency Management Director and Selectboard.