

**CITY OF MANCHESTER**  
**HUMAN RESOURCES DEPARTMENT**  
**ONE CITY HALL PLAZA**  
**MANCHESTER, NH 03101**  
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**FAX: 603-628-6065**  
**WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)**



## **BUILDING PROGRAM SUPERVISOR**

(Announcement Number R-033-014)

Grade 18

Starting Pay: \$21.97 per hour– plus comprehensive benefits package

### **THE JOB:**

Supervises, inspects and monitors the City of Manchester's building improvement and maintenance programs including but not limited to; evaluating buildings and schools to determine safety, environmental and code compliance; serves as a liaison between City departments and outside contractors involved in municipal projects; coordinates the work of construction and abatement contractors; insures that product and installation procedure meet contract specifications; reviews work plans specification and blueprints develops by architects and engineers; prepares costs estimates and budgets to compete scheduled work; monitors and supervises PCB transformers and underground oil storage tank programs; obtains energy grants and monitors consumption; conducts AHERA asbestos training programs; serves as the asbestos program manager for the City as established by the Asbestos Hazard emergency Response Act and retains responsibility for all re-inspections; performs other directly related duties.

### **QUALIFICATIONS:**

Graduation from an accredited college or university with an Associate's Degree in applied sciences in HVAC-R or a related field; and considerable experience in project management and some business administration experience, or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodations, as determined by passing a medical exam, including alcohol and drug tests, and a thorough background check.**

### **APPLICATION PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Department, City Hall Annex. Submission of a resume is optional. Applications will not be accepted if received after the closing date.

### **OPENING DATE:**

Wednesday, July 16, 2014

**CLOSING DATE:** Open Until Filled

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*