

## **TOWN OF SANDWICH MISSION, VISION, AND CORE VALUES STATEMENT**

### **VISION – the why**

**To create a future that brings out the best in our town community.**

### **MISSION – the what**

**We provide exceptional public services in a responsive, fiscally responsible manner while preserving our unique rural small-town character that is Sandwich.**

### **CORE VALUES – the how**

#### **SERVICE**

Our commitment to excellent service is at the core of what we do. We exhibit pride, positive enthusiasm, and dedication to our work in our timely response to the needs of our residents.

#### **COMMUNITY**

We strive to improve, engage, and support our town and community. We are proactive bridge-builders who encourage opportunities to build connections with our residents, local organizations, and work colleagues.

#### **LEADERSHIP**

With a genuine commitment to professional growth and improvement, we work together as a team, across all departments, to overcome obstacles, bring out the best in others, and develop systems and programs to productively and safely serve our community.

#### **PROFESSIONALISM**

We are prudent, transparent, and commit to self-assessment and goal setting to effectively implement best practices in our work. Through our work we promote fairness, cooperation, and respect for our residents and colleagues.

#### **INTEGRITY**

We adhere to the highest ethical standards. We are honorable, accept personal responsibility, and strive to uphold our organizational values with our decisions and in our actions. We understand that trust is earned through dependability, communication, and good character.

#### **FISCAL STEWARDSHIP**

As stewards of public resources, we efficiently and carefully utilize Town resources while always operating with the goal of delivering value and sustaining long-term success.

### **Contract for Bid – Town of Sandwich**

The town of Sandwich invites qualified contractors to bid for the position of Town Building Maintenance Contractor to perform general maintenance and repair services for Town buildings and mechanical equipment. Bids shall be submitted in a sealed envelope labeled “Maintenance Contractor” to Sandwich Town Hall no later than 4:00 P.M on Monday, October 23, 2023. Bids will be opened during the Selectmen’s Meeting of October 23<sup>rd</sup>. Complete position description is available at Sandwich Town Hall, 8 Maple Street, or on the Town’s website ([sandwichnh.org](http://sandwichnh.org)) under Forms & Documents. Based on the quality and nature of proposals received, the town of Sandwich reserves the right to accept or reject any and all bids. Bids must include proposed hourly wage, contractor’s qualifications and contact information. The selected bidder will be required to produce a Certificate of Insurance for coverage in the amount of \$1,000,000.

Sandwich Board of Selectmen



**TOWN OF SANDWICH**  
JOB DESCRIPTION  
DEPARTMENT: Administration

FULL TIME  
 PART TIME  
 **CONTRACTOR**

**TOWN BUILDING MAINTENANCE CONTRACTOR**

**JOB DESCRIPTION:** The Town Building Maintenance Contractor will perform routine and general preventative maintenance and repair procedures on Town buildings and mechanical equipment.

**SUPERVISION RECEIVED:** Activities are conducted with operational independence and judgment under the general supervision of the Board of Selectmen and Town Administrator. The Contractor shall meet monthly with the Selectmen's Office to provide updates and discuss maintenance priorities.

**SUPERVISION EXERCISED:** None

**EXAMPLES OF GENERAL DUTIES:** The following are some of the duties of the Town Building Maintenance Contractor. It is not intended to be exclusive of other related duties, which may be required from time to time.

1. Perform a wide variety of general building and equipment maintenance repairs and services.
2. Conduct weekly visits to all Town buildings especially during the winter when buildings are not occupied daily.
3. Perform preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspect belts, check fluid levels, replace filters, grease bearings, seals, etc.; repair or replace broken parts.
4. Repair structures; repair plaster and drywall, cabinets, shelving; repair furniture and equipment; repair broken windows; repair doors, door locks and closets; install/remove storm windows seasonally.
5. Perform basic repairs to washers, faucets and seals on malfunctioning plumbing equipment; repair leaky faucets and clean clogged drains.
6. Paint building interiors and exteriors, furniture, cement, and other materials and items.
7. Estimate materials, labor, and time needed for specialized projects.
8. Maintain appropriate service and repair records.
9. Researches, purchases, and inventories equipment parts and supplies in coordination with Town administrative staff.
10. Respond to routine and emergency calls for repairs as needed.
11. Responsible for the completion of all maintenance service requests as assigned.
12. Special projects and other responsibilities as applicable.

**MINIMUM QUALIFICATIONS:**

1. One year of experience at a journey level in a building trade such as carpentry, plumbing, painting, masonry, cement work, and electrical work; repair methods and maintenance practices for structures, furnishings, and equipment; work safety practices; **or**
2. A combination of training, education, and experience that is equivalent to the employment standard listed above that provides the required knowledge and abilities.

3. Knowledge of: The materials, tools, methods, and equipment used in a building trade, such as carpentry, plumbing, painting, masonry, cement work, and electrical work; repair methods and maintenance practices for structures, furnishings, and equipment; work safety practices.
4. Ability to: Prepare estimates of time, materials and labor; work from plans and specifications; work with no or limited supervision; follow oral and written instructions; form and maintain effective working relationships with others; operate a personal computer.
5. Possess a valid NH driver's license.
6. Willing and able to work flexible hours; on-call as needed for emergency maintenance repairs; time spent will be recorded and turned into the Selectmen's Office at minimum monthly.
7. Provide a Certificate of Liability Insurance through their insurer.