



TOWN OF STRATHAM

Department of Public Works

70 Bunker Hill Avenue • Stratham, NH 03885 • 603-772-5550

JOB TITLE: Facilities Maintenance Lead

DEPARTMENT: Public Works

EMPLOYMENT STATUS: Non-Exempt, Full-Time, Hourly

PAY RATE: \$26.00 to \$32.00 per hour depending on qualifications

REPORTS TO: Director of Public Works

REVISED: January 7, 2026

GENERAL PURPOSE:

The Facilities Maintenance Lead is responsible for performing skilled maintenance, repair, and custodial tasks across all Town-owned properties and facilities including the Municipal Center, Wiggin Memorial Library, Police Department, Fire Department, Public Works buildings, Stratham Hill Park, and Town rental properties. This position serves as the lead for daily maintenance operations, coordinates work with custodial staff and outside vendors, and ensures buildings are safe, clean, and operational.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Public Works.

SUPERVISION EXERCISED:

Provides task-based direction to the Custodian, Assistant Custodian, or temporary custodial staff as needed. Coordinates with outside contractors during service visits.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs building maintenance tasks, including light plumbing, electrical, carpentry, painting, HVAC filter changes, and general repairs.
2. Serves as point person for building-related concerns across all Town departments; investigates issues and proposes/executes solutions.
3. Inspects and maintains safety systems including emergency lighting, fire extinguishers, exit signage, and AED units.
4. Develops and follows preventative maintenance schedules for all Town facilities.
5. Assists in custodial duties as needed including floor care, restocking supplies, and snow removal from walkways.
6. Coordinates and monitors service vendors and outside contractors to ensure proper and cost-effective work is completed.
7. Maintains records of repairs, inspections, maintenance schedules, and contractor work.
8. Works with the Departmental Administrative Coordinator and Public Works Director to order supplies and parts in accordance with approved budgets; tracks inventory and tools.
9. Ensures building security, reporting any issues to the Public Works Director.
10. Assists with setup and breakdown of furniture and equipment for meetings or public events.
11. Acts to prevent immediate damage, waste, or injury on Town property.
12. Responds to emergency maintenance issues after hours as needed.

13. Assists Highway Department during major storm events (e.g. snow removal support).
14. Performs other duties as assigned to ensure proper operation and maintenance of Town facilities.

PHYSICAL REQUIREMENTS:

The position requires a person to lift and carry objects up to 50 pounds; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard cleaning and maintenance equipment and hand tools; tolerate exposure to cleaning chemicals, dust, and outdoor elements; ability to drive a motor vehicle; cognitive and sensory ability to effectively communicate with supervisor and co-workers.

QUALIFICATIONS:

- High School diploma or equivalent required.
- Valid driver's license required.
- Candidates must be able to successfully pass required background and drug screening checks.
- Minimum 5 years of experience in building maintenance or a related field.
- Demonstrated experience with maintenance of HVAC, plumbing, electrical, carpentry, and structural systems.
- Ability to read and interpret manuals, safety documents, and product labels.
- Must be self-motivated and able to work independently and as part of a team.
- Ability to handle multiple priorities, meet deadlines, and attend to many items simultaneously and/or in sequence.
- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written. Ability to identify through observation, communicate and initiate suggestions and/or options.

DESIRABLE QUALIFICATIONS:

- Experience coordinating with vendors and service contractors.
- Familiarity with basic procurement practices and inventory control.
- Possession of or ability to obtain a Commercial Driver's License (CDL) is a plus.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.