



Town of Middleton

182 Kings Highway Middleton, New Hampshire 03887

Part-Time Municipal Facility Maintenance Technician

Job summary

The Facility Maintenance Technician keeps the Town's public buildings and the Town Beach clean, safe, and in good working order. The work covers janitorial cleaning, light maintenance and minor repairs, basic HVAC upkeep, exterior and seasonal upkeep, and event setup. This is a part-time position paid a monthly stipend, with hours capped at 24 per month.

Supervision

The position reports directly to the Board of Selectmen, who sets priorities and approves the monthly work plan.

Work locations

- Old Town Hall
- Municipal Building (Town Hall and Police Department)
- Town Beach (spring through fall)

Key responsibilities

The Board sets the priorities, and all duties must fit within the monthly hour cap.

- **Janitorial:** Clean and sanitize designated facilities on a regular schedule set by the Board. Handle emergency cleaning as assigned. Remove and properly dispose of recyclables.
- **Building maintenance:** Paint and refurbish areas as needed. Make minor repairs to equipment and amenities. Change interior and exterior light bulbs.
- **Grounds and exterior:** Sweep walkways, pick up trash, and clear snow from entries and walkways. Maintain the Town Hall sign board and other signage.
- **Town Beach (spring–fall):** Empty trash cans and keep the beach area tidy. Landscaping is not included.
- **Event support:** Prepare meeting rooms, and set up, remove, or rearrange furniture for meetings, events, and elections.
- **Other:** Perform related duties as assigned.

Work requiring a licensed electrician, plumber, or HVAC technician is not part of this position. The technician reports the need to the Board, which arranges a qualified contractor.



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Hours and compensation

The stipend is **\$176.83 per month** for no more than **24 hours of work per month**.

- **Monthly cap:** Total hours must not exceed 24 in any calendar month. All work counts toward the cap, including snow removal, events, emergency cleaning, and travel between Town sites.
- **Scheduling:** Hours are flexible and set around facility needs. The Board or its designee approves a monthly work plan that fits within the cap.
- **Time records:** The technician records all hours worked on a timesheet submitted with the Town's payroll schedule.
- **Mileage:** Travel between Town sites is reimbursed at the federal rate.
- **Status:** Part-time, at-will, non-exempt, and subject to the Town's Personnel Policy. Tools, equipment, and cleaning supplies are provided by the Town.

Requirements

- Own reliable vehicle and a valid driver's license
- Ability to pass a criminal background check
- Ability to lift 40 pounds, stand for extended periods, climb ladders, and work outdoors in all weather
- Basic maintenance and cleaning skills; experience with light repairs preferred
- Ability to work independently and manage time within the monthly hour cap

Safety

- Use cleaning chemicals according to label and Safety Data Sheet instructions.
- Follow safe ladder and lifting practices.
- Report hazards, damage, and any injury to the Board immediately.



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Security and confidentiality

The technician works in various Town of Middleton properties, including Town offices, Old Town Hall, and the Police Department, as directed, often working after hours. The technician must:

- safeguard all keys and alarm codes and report any loss immediately;
- lock and secure buildings after work;
- not read, move, copy, or disclose records or information found in Town offices, especially in the Police Department;
- follow any additional access rules set by the Chief of Police.

How to apply

Submit a letter of interest with a statement of qualifications to the Town of Middleton, Attn: Board of Selectmen, 182 Kings Highway, Middleton, NH 03887, or by email to bos@middletonnh.gov. Applications will be accepted until the position is filled. The Town of Middleton is an Equal Opportunity Employer.

This job description does not constitute an employment agreement and is subject to change by the Town as its needs and the requirements of the job change.