



*Facilities Superbia*

**TOWN OF HANOVER  
FACILITIES DEPARTMENT  
273 CEDAR STREET  
HANOVER, MASSACHUSETTS 02339  
781-857-5706**

*Robert Murray, PE  
Facilities Engineering Mgr.*

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, Police and Fire Departments and the Town's Website

FROM: Robert Murray, PE  
Facilities Engineering Manager

DATE: May 19, 2016

**NOTICE OF VACANCY  
DEPUTY SUPERINTENDENT – FACILITIES DEPARTMENT**

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The Town of Hanover is accepting applications for the position of Deputy Superintendent for the Facilities Department. This position is a major part of the management team of a tech-savvy and customer service oriented facilities operation responsible for maintenance and custodial services for all School and Town buildings.

The successful candidate will play a pivotal role in the operations of the department and must clearly understand the spectrum of maintenance demands of large public buildings. The candidate will be responsible for understanding and addressing the maintenance needs of schools and municipal buildings; planning, prioritizing and driving maintenance and custodial activities; handling related information, customer requests, and work orders.

Minimum qualifications include: A bachelor's degree in a related discipline, or an associate's degree and sufficient practical knowledge, as well as at least five years' experience in facilities maintenance, including the supervision of maintenance staff. Strong communication skills and an aptitude for computer and digital software are essential. Practical experience with HVAC systems is preferred. Proven documented success in customer service is strongly desired. The salary range is \$67,532 - \$81,850.

Resumes will be accepted until the position is filled, but those submitted before June 1<sup>st</sup> will be given strongest consideration. Interested applicants should submit a cover letter and resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or via e-mail to [ann.lee@hanover-ma.gov](mailto:ann.lee@hanover-ma.gov) (Posted 05-19-16)

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.**