

# THE HOLLIS POLICE DEPARTMENT

*A Nationally Accredited Agency*

## **EMPLOYMENT OPPORTUNITY: FULL-TIME MAINTENANCE TECHNICIAN (40 HOURS PER WEEK)**

**Reposted: JULY 5, 2023**

The Town of Hollis, NH is seeking to fill a full-time position of Maintenance Technician with the Hollis Police Department. We anticipate filling the position upon the successful completion of selection/hiring process and background investigation. The position oversees the maintenance of all interior and exterior portions of the Hollis Police Department facility as well as the preventative maintenance on a fleet of eleven (11) department owned vehicles. The Maintenance Technician works under the general supervision of the Administrative Services Bureau Commander and the Chief of Police.

Additional position responsibilities of the Maintenance Technician position include the following:

1. Maintain appearance and cleanliness of the building and grounds.
2. Perform repairs of a minor or routine nature.
3. Maintain and order supplies, as needed or determined by the Administrative Services Commander and the Chief of Police.
4. Maintain illumination and safety equipment in the Department building.
5. Perform snow removal for the station parking lots and walkways.
6. Monitor the HVAC system, building generator, elevator, fire extinguishers, and other systems for operation and operational readiness.
7. Schedules, monitors, and tracks all phases of cruiser maintenance and repair.
8. Responsible for frequent detailing/cleaning interior and exterior of vehicles.
9. Transports vehicles to various locations for specialized maintenance.
10. Reviews maintenance bills for accuracy prior to submission for administrative approval.
11. Responsible for tracking vehicle registrations and yearly inspections.
12. Assists with fleet rotation protocols.
13. Transport and set up of speed trailer/announcement board and Traffic Analyzer Management (TAM) signs to various locations.
14. Maintain all records of inspections, tests, and repairs.
15. Monitor performance of equipment and components and alert the Administrative Services Bureau Commander and/or the Chief of Police to problems or concerns.
16. Perform other duties as required and assigned.

Successful applicants must be well-organized, professional, and possess a positive and friendly demeanor. Additionally, candidates must possess the following:

1. Proficiency or ability to work with Microsoft Outlook, Word, and Excel.

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2. The ability to learn vehicle and station maintenance databases.
3. Knowledge of methods, materials, and equipment used in custodial/vehicle maintenance work.
4. Experience in performing routine maintenance on vehicles.
5. The ability to operate light powered equipment.
6. The ability to follow written and oral instructions.
7. The ability to work independently with minimum supervision.

Applicants must also possess a high school diploma or equivalent G.E.D. Specialized training and/or experience in areas of fleet and facility management is preferred. Candidates will be required to pass a background investigation, which includes a criminal history, credit check, and drug test. Candidates will also be required to participate in vetting and interview processes with the Chief of Police and designees.

**Salary range (April 1, 2023 through March 31, 2024) up to \$69,081.71.** Generous benefits package, including dental, health (HMO or deductible plan), Health Savings Account insurance buyout option up to \$10,000.00 for a family plan, 457 plan, and participation in the New Hampshire Retirement System (Group I). This position is a non-exempt position meaning that the position is covered under the Collective Bargaining Agreement.

Please send a cover letter and resume via email to Executive Assistant Karen Lawton ([klawton@hollisnh.org](mailto:klawton@hollisnh.org)) by Friday, July 14, 2023, at 5:00 p.m.

***THE HOLLIS POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER***