

MANCHESTER TOWNSHIP

Job Title: Building & Grounds Maintenance
Department: Public Works/Administration
Classification: Full-time (Non-Exempt)
Reports to: Public Works Superintendent

Job Summary:

Maintains buildings and grounds by providing housekeeping, grounds keeping, and minor repair services.

Reporting Relationship:

This position reports to the Public Works Superintendent with dotted line to Administrative Director and Township Manager. This position receives direct supervision and follows established procedures.

Essential Tasks:

1. Maintains interiors of township buildings by dusting furniture, equipment, windowsills, molding chair rails; cleaning mirrors, and fixtures; washing windows and glass doors, counters; sweeping, scrubbing, and waxing floors; cleaning and vacuuming carpeting; cleaning restrooms and kitchen; resupplying restrooms; and replacing light bulbs; and other tasks assigned.
2. Maintains building accessibility and appearance by picking up papers and trash; removing ice and snow from walkways, driveways, and parking lots; and doing minor repairs.
3. Removes trash by emptying trash containers; transporting materials to disposal area; and recycling materials.
4. Maintains supplies inventory by checking stock to determine inventory level; anticipating replacement; and submitting requisitions.
5. Completes assigned public works projects to include mowing and trimming, mulching, planting, watering, pulling, and spraying weeds, raking leaves, repairing playground equipment, painting or other grounds or building maintenance tasks.
6. Maintains a safe working environment by complying with procedures, rules and regulations.
7. Keeps Public Works Superintendent informed by appraising progress, irregularities, and needs to accomplish work tasks.
8. Coordinates with outside contractors as well as research and recommendations for building and grounds improvements.

Additional Tasks: Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Manchester staff by communicating necessary information, responding to requests, building rapport; and participating in problem solving methods.

Job Qualifications

Essential knowledge, skills, abilities, and experience:

- Experience in building and grounds maintenance.
- Experience in plumbing, electrical, and construction projects ideal.
- Ability to understand and follow oral and written instructions.
- Ability to work without close supervision.
- Ability to visually inspect facilities to ensure a clean and professional appearance.
- Willingness to do other public works tasks as assigned.

Physical demands and Work Conditions:

- Ability to have the strength and endurance to perform manual work and occasionally lift or move objects of 40-50 pounds. Must be able to work in outside weather conditions.

Licenses, Certification or Registration:

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated.
- Certification of criminal clearance by criminal background check.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.