
Non-Exempt
Updated: March 2026

DEPARTMENT: Public Services

REPORTS TO: Director of Public Services

GENERAL STATEMENT OF DUTIES

Under the supervision of the Director of Public Services performs buildings, grounds, and facility cleaning maintenance activities including the maintenance of the mechanical systems (HVA, Boiler etc.). Employee is responsible to maintain vehicles and equipment necessary to provide a wide range of services to the Township. Seasonally the employee will provide/oversee grounds maintenance including mowing and snow removal.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform. They are not to be limited to or intended to be an exhaustive list of all job duties to be performed by those within the classification.)

- Maintains Township buildings by painting, cleaning, repairing, refurbishing, and performing minor alterations.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs designated minor repairs on township vehicles and equipment or coordinates the repair with designated vendors.
- Performs general maintenance and custodial work including sweeping, cleaning windows mopping, stripping and waxing floors, vacuuming, and dusting.
- Cleans bathrooms, scrubs sink and bowls, restocks soap, towels and tissue, cleans water fountains as needed with custodian.
- Washes windows, woodwork, walls, mirrors, base boards, air vents and furniture.
- Empties trash containers and cleans desktops.
- Changes light bulbs, fluorescent tubes and fuses.
- Ensures all common areas are clean and fully stocked where necessary.
- Coordinates the ordering and maintains inventory of such supplies.
- Seasonally provides grounds maintenance which includes mowing, weed whipping, and parks trash collection.
- Maintains grounds equipment and when necessary; requests equipment to efficiently meet the needs of the position.
- Investigates complaints and equipment malfunctions.
- Monitors operation of heating plant checks gauges and performs routine maintenance including filter cleaning and replacement.
- Facilitates the repairs and maintenance of heating and air conditioning systems.
- Facilitates the repairs and maintains of electrical systems with electricians as needed.

- Repairs and maintains plumbing.
- Performs miscellaneous carpentry tasks.
- Readies buildings for business each day including moving office furniture as needed, including the set-up and tear down for meetings.
- Ability to engage in heavy manual labor for extended periods, in all types of weather and under various working conditions.
- Seasonally performs winter snow grounds maintenance such as plows, shovels and salts public areas, parking lots and sidewalks.
- Operates trucks and other light power-driven equipment and tools.
- Maintains fleet vehicles to ensure that they are in good working order and safe to drive.
- Coordinates routine preventative maintenance such as oil changes, tire rotation or replacement etc.
- Performs routine inspection and preventative maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- May assist with fire hydrant maintenance, flushing, painting service and winterizing.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent.
- Must possess and maintain a valid driver's license.
- Two (2) years of experience in the maintenance and repair of equipment.
- Two (2) years of custodial and landscape or grounds keeping experience.
- Demonstrated organizational skills and the ability to prioritize multiple tasks.

KNOWLEDGE/SKILLS

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities, and possess a mechanical aptitude.
- Skill in operation of some of the listed tools and equipment, including appropriate computer skills.
- Ability to perform heavy manual tasks for extended periods of time;
- Demonstrated ability to climb ladders and enter manholes, vaults and narrow openings; Freedom from fear of high places and confined spaces.
- Willingness to work outside in extremely hot, damp and/or cold weather.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with other employees, other departments and the public.
- Must possess proven integrity.
- Ability to understand and carry out written and oral instructions.
- Basic computer skills. Ability to complete online work orders with basic training.

WORKING CONDITONS AND PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- On call 24 hours per day, 7 days per week primarily during snow plowing season. Must be willing to report for work during emergency conditions.
- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance; stoop, kneel, crouch or crawl and smell.
- The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts, regularly exposed to wet and slippery surfaces, humid conditions, extreme heat and cold; is regularly exposed to exhaust fumes and toxic chemicals.
- This position is regularly exposed to dust, fumes, chemicals, or unsanitary conditions such as those found in public restrooms and common areas. An employee in this position must have the strength, stamina, manual dexterity and physical coordination to access various outdoor work sites, perform duties and operate necessary tools and equipment.