

GENERAL JOB DESCRIPTION

TITLE: Facilities Custodian

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

FLSA: Non-Exempt

Position Summary

Responsible to the Public Works Director for carrying out duties and responsibilities as related to performing custodial work, grounds maintenance, and preventive maintenance at the Township office building, public works buildings and other Township properties.

Essential Functions

- **Cleaning & Maintenance:**
 - Perform routine cleaning and sanitization of offices, restrooms, meeting rooms, and common areas.
 - Sweep, mop, vacuum, and dust to maintain cleanliness.
 - Conducts window cleaning.
 - Empty trash receptacles and recycle materials as per guidelines
- **Facility Support:**
 - Set up and break down rooms for events, meetings, and other activities.
 - Performs tests on emergency lighting and smoke detectors, addresses or schedules maintenance as needed.
 - Assist in minor carpentry, plumbing, and electrical repairs and maintenance tasks as needed.
 - Report any facility maintenance or safety issues to Public Works Director.
 - Schedules contractors for building maintenance, such as floor care and cleaning of exterior windows.
- **Groundskeeping:**
 - Performs outdoor maintenance tasks at Township facilities and other township properties, including litter pick-up, snow removal, and landscaping activities.
 - Ensure walkways and entrances are clear and safe.
 - Operates equipment such as riding on or push mowers, snow blowers and hedge trimmers.
- **Inventory Management:**
 - Maintain inventory of cleaning supplies and equipment, orders and procures janitorial supplies and materials.
 - Schedules contractors for building maintenance such as floor care and cleaning of exterior windows.
 - Orders and stocks water and soda at Township office and public works buildings.
- **General Tasks:**
 - Reads and interprets equipment manuals to perform required maintenance and service.

- Complies with safety regulations and maintains clean and orderly work areas.
- Maintains confidentiality of any sensitive materials or records.
- Maintains records of work performed.
- Performs other work-related duties, as assigned.

Qualifications

Education:

- High school diploma or GED equivalent is required.

Work Experience:

- Minimum one (1) year of previous custodial or facilities maintenance experience preferred.

Knowledge/ Skills/Abilities:

- Ability to perform manual labor.
- Ability to operate light equipment.
- Ability to troubleshoot and use critical thinking.
- Must be highly motivated and able to work independently.

Required Certifications/Other:

- Possession of a valid Pennsylvania driver's license.

Physical Demands and Work Environment

The description of the physical demands and the work environment characteristics here represent those that must be met by an employee to successfully perform and those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move heavier weight necessary at times. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and explosives. The noise level in the work environment is usually moderate. However, on some instances this job may require work in areas where ear protection is necessary.

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:

Manager’s Name

Date

Acknowledgement

This job description has been reviewed with me by my manager. I have been provided the opportunity to ask questions regarding any aspect of this job description.

Job Incumbent Signature_____

Date_____

Legal Disclaimer: The Job Description is intended for informational purposes only, and by no means should replace or substitute any governmental and/or non-governmental legal information or advice. Please contact an HR Professional for additional information.