



Facility Manager/Custodian

Administration Department

Job Description

Job Objective / General Description:

A full-time, non-exempt position responsible for the overall management, maintenance, and cleanliness of all municipal buildings and facilities. This role ensures that Township facilities are safe, clean, and properly maintained.

Supervision:

This position exercises no supervisory authority and reports to the Assistant Township Manager.

Minimum Education, Training and Experience Required:

- High School/Trade School Diploma or equivalent required; Associate degree or professional certifications preferred.
- 3-5 years of relevant experience strongly preferred.
- Experience cleaning and maintaining a commercial facility.
- Proficiency with Microsoft Office programs.
- Excellent office communication and people skills.
- Experience working in municipal government or a related field preferred; ability to learn required.
- Proficient problem-solving skills, ability to analyze and assess various situations.
- Ability to handle different tasks and responsibilities simultaneously.
- Must be reliable, proactive, energized, and self-directed, having strong organizational and interpersonal communication skills.
- Ability to anticipate and coordinate projects and assignments and organize their own schedule and that of others to meet deadlines.

Essential Job Functions:

- Performs cleaning services and basic maintenance of all Township-owned facilities including but not limited to:
 - Offices, common areas, meeting rooms, break rooms, restrooms, closets, and stairways
- Coordinates with contractors, vendors, and service providers for facility maintenance, repairs and upgrades including but not limited to:
 - HVAC, plumbing, electrical, fire alarm, fire suppression system, window cleaning, carpet cleaning
- Coordinates maintenance and repair of all office equipment including but not limited to:
 - Copiers and phone system

- Maintains a log of all repairs completed by building, unit and type.
- Performs seasonal building adjustments (thermostat programming and wall heaters).
- Prepares quotations and collects documentation relating to the procurement of equipment.
 - Reviews invoices for payment.
- Purchases and stocks cleaning supplies, toiletries, and maintenance related items.
- Assists in the preparation and administration of the Capital Projects budgets related to facility line items.
- Raises and lowers building and park flags as dictated by the PA Department of General Services.
- Prepares rooms for rentals and meetings, and post rental cleaning and assembly.
- Develops and implements preventive facility maintenance programs.
- Conducts routine inspections to identify maintenance needs and safety concerns.
- Conducts monthly inspections of the employee fitness room and coordinates annual maintenance.
- Conducts annual fire drill for the Administration building.
- Permanent member of the Township Safety Committee.
- Ensures compliance with local, state, and federal safety regulations and building codes.
- Reports facility incidents or accidents to the Accountant and Payroll Clerk.
- Responds to emergencies related to facilities operations.
- Assists with special projects, research, and other administrative tasks as required.
- Attends meetings, training courses, seminars, and workshops, as required by the Assistant Township Manager and the Township Manager.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodation to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 50 pounds. The employee is required to use cleaning instruments, hand tools, office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines:

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logically relevant to the position.

Formal application, rating of experience and education, oral interviews, reference checks, background checks, and job-related tests might be used to evaluate a Candidate's qualifications for this position.

Evaluation:

Evaluated annually by the Assistant Township Manager with copy to the Township Manager

