



Doylestown Township
425 Wells Road
Doylestown, PA 18901
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www.doylestownpa.org

JOB DESCRIPTION

TITLE: Facilities Maintenance & Custodian
DEPARTMENT: Public Works Facilities
POSTED: May 10, 2024

THIS POSITION REPORTS TO AND IS,

SUPERVISED BY: Facility Maintenance Manager
AUTHORITY TO: Evaluate and Comment
AUTHORITY METHOD: Verbal and Written
FREQUENCY: Occasionally to continuously

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES: None

JOB IS: Full-time (Entry Level)
HOURS: 40 hours per week
WORK BREAKS: 30-minute lunch and 2, 15-minute breaks
WORK SCHEDULE: 7:30 a.m. - 3:30 p.m.; Monday - Friday
(Note: Second break starts 15 minutes before end of shift)

SPECIAL SCHEDULE: Available, as necessary, on a 24-hour basis, unless prior arrangements have been made with supervisor.

PURPOSE OF THIS POSITION:

The Facilities Maintenance & Custodian does routine work, performed under supervision according to established procedures. Work is performed under the supervision of a superior. Duties involve the performance of routine custodial and maintenance tasks. Also, this position requires use of skill and unskilled labor, which includes use of hand tools, power equipment and operation of light trucks, front end loads and other vehicles to complete assigned duties.

Charge: Responsible for the repair, maintenance and/or restoration of facilities owned and maintained by the Township, including but not limited to, facility and building systems (HVAC, plumbing, IT & phone systems, access control system), custodial activities, lawn maintenance, landscaping, walkways, sidewalks, parking lots, pathways, recreational programs set-up and breakdown, pavement markings, seal coating, signs, sweeping of macadam areas, trash removal, tree trimming, herbicide application, stormwater systems, curbs and ADA ramps, snow removal and ice control and other appurtenances.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION

1) Required Education/Experience/Training:

- High School diploma or GED.
- Two years of experience in maintenance and custodial work and general repair knowledge of public works type equipment.

2) Required Knowledge:

- Knowledge of equipment necessary for maintenance and custodial work and general repair knowledge and use of miscellaneous equipment.
- Ability to understand and follow oral and written instructions.

3) Required Licenses/Certificates/Registrations/Clearances:

- Pennsylvania Driver's License – A valid and Current Pennsylvania Driver License is required.
- Background checks:
 - Ability to pass criminal and child abuse background checks.
 - Ability to obtain a basic security clearance identified by the Criminal Justice Information Services (CJIS) that provides certification to have unescorted access to a physically secured location within Township Facilities.

Not Required (but desired)

- Pennsylvania Commercial Driver's License (CDL) – a valid and current Pennsylvania Commercial Driver's License class "B", or better, with air brakes is not required, but is desired. Candidates who do not have a CDL shall be required to obtain a commercial driver license, within an agreed upon time between the Candidate and Doylestown Township, and to successfully pass random drug tests in accordance with the Commonwealth of Pennsylvania commercial driver regulations.
- Other licenses as required by the township may be required to be obtained within an agreed upon time between the Candidate and Doylestown Township.

4) Required Ability To Use or Operate the Following:

- Tools equipment, including but not limited to: hand and power tools, vehicles, tractor, skid steer and lawn landscaping/turf equipment.

ESSENTIAL ABILITIES:

- Ability to establish and maintain effective working relationships with Township staff and the public.
- Accept continuous instructions, training, and education to further knowledge and abilities for completing job duties.
- Accurately complete administrative forms and reports in a timely fashion.
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations.
- Apply common sense understanding to carry out instructions.
- Carry out job functions with or without supervision.
- Carry out job functions without posing a direct threat to the health or safety to self or others.
- Communicate effectively.
- Complete job functions in a timely, good workmanlike manner.

- Drive or operate equipment and tools as required.
- Safely and skillfully use equipment, tools, machines, vehicles.
- Exercise sound judgment in evaluating situations and in making decisions.
- Maintain acceptable attendance standards.
- Maintain confidentiality of information.
- Maintain socially appropriate behavior.
- Request assistance when appropriate.
- Support and participate in Township activities to better the township/community quality of life programs.
- Understand and comply with the following: personnel policies and procedures, drug use/abuse policy, non- smoking and non-tobacco use policy, and safety policy.
- Work courteously and tactfully when dealing with others.
- Work in coordination with others.
- Work under pressure and changing weather extremes.
- Basic working knowledge of computer and smart phone applications.

ESSENTIAL FUNCTIONS:

- Have basic concepts of facilities maintenance and construction techniques.
- Basic understanding of how to read and interpret building plans including but not limited to, framing and structural, electrical, HVAC, plans, details and specifications.
- Maintenance and repair of all interior and exterior surfaces of the township facilities, including but not limited to electrical, plumbing, carpentry, landscaping and grounds-keeping.
- Daily collection of trash and recycling materials.
- Clean and maintain interior/exterior of township facilities.
- Assist with maintaining list of materials, equipment and supplies needed for daily activities.
- Clean, maintain and store equipment.
- Receive and direct deliveries and unload deliveries, including the using equipment.
- Perform snow and ice control on sidewalks and parking lots around township facilities.
- Oversee and or assist contractors and vendors conducting work in and around township facilities.
- Assist other township staff members and departments to support township programs and events.
- Prepares facilities for special events or activities.
- Fuel system management, including downloading and storing of usage logs.
- Plan equipment rentals.
- Conduct research for planned project, obtain quotations, communicate verbally and in writing with vendors. Summarize information for presentation to supervisor or Township staff.
- Participate in township construction projects, including but not limited to, pre-construction planning, procurement of materials, construction activities and project completion.
- Assist in maintaining and repairing Township fleet vehicles and equipment.
- Discusses work assignments, procedures, materials, and equipment use with supervisor and Township staff.
- Perform other work as required.

PHYSICAL DEMANDS OF JOB
JOB TITLE: FACILITIES MAINTENANCE AND CUSTODIAN

NOTE: In terms of an 8-hour workday: “Never” equals less than 1%; “Occasionally” equals 1% to 33%; “Frequently” equals 34% to 66%; “Continuously” equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8-hour workday, this job may require the physical ability to:

TOTAL AT ONE TIME

- A) SIT 7 hrs.
- B) STAND 7 hrs.
- C) WALK 7 hrs.

IIA Job requires the physical ability to LIFT:

| | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--------------------|-------|--------------|------------|--------------|
| A) UP TO 10 POUNDS | | | | X |
| B) 11-20 POUNDS | | | X | |
| C) 21-30 POUNDS | | X | | |
| D) 31-40 POUNDS | | X | | |
| E) 41-50 POUNDS | | X | | |
| F) 51-100 POUNDS | | X | | |

IIB. Job requires the physical ability to CARRY:

| | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--------------------|-------|--------------|------------|--------------|
| A) UP TO 10 POUNDS | | | | X |
| B) 11-20 POUNDS | | | X | |
| C) 21-30 POUNDS | | X | | |
| D) 31-40 POUNDS | | X | | |
| E) 41-50 POUNDS | | X | | |
| F) 51-100 POUNDS | | X | | |

III. Job may require the physical ability to use hands for repetitive actions such as:

| | SIMPLE GRASPING | PUSHING & PULLING | FINE MANIPULATION OF ARM CONTROLS |
|----------|-----------------|-------------------|-----------------------------------|
| A) RIGHT | Yes | Yes | Yes |
| B) LEFT | Yes | Yes | Yes |

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

| RIGHT | LEFT | BOTH |
|-------|------|------|
| Yes | Yes | Yes |

V. Job requires the physical ability to function in activities involving:

| | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|---|-------|--------------|------------|--------------|
| A) BENDING | | | X | |
| B) SQUATTING | | X | | |
| C) CRAWLING | | X | | |
| D) CLIMBING | | X | | |
| E) REACHING | | | X | |
| F) DRIVING A VEHICLE | | | | X |
| G) UNPROTECTED HEIGHTS | | | X | |
| H) BEING AROUND MOVING MACHINERY | | | X | |
| I) EXPOSURE TO MARKED CHANGES IN TEMPERATURE & HUMIDITY | | | X | |
| J) EXPOSURE TO DUST, FUMES & GASES | | | X | |

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.

By signing below, I acknowledge I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Job Description Title: 2024 Public Works Facilities Department Maintenance & Custodian

Today's Date: _____

Printed Name: _____

Signature: _____