POSITION NAME: Building and Grounds Maintenance

REPORTS TO: Township Supervisor

SUPERVISES: None

POSITION SUMMARY: Responsible for performing or overseeing the performance of interior and exterior maintenance of Township buildings and cemeteries. Monitors contracted lawn maintenance services ensuring that grounds and cemeteries are well maintained. Serves as Cemetery Sexton locating grave sites in Township cemeteries for burial and gravestone setting. Also serves as Election Custodian assisting the Township Clerk in preparing voting devices and setting up Township precinct facilities to conduct an election.

ESSENTIAL JOB FUNCTIONS: (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

Performs interior and exterior maintenance of all designated Township buildings and cemeteries.

Inventories maintenance supplies on a regular basis. Purchases needed supplies and tools within policy guidelines to accomplish assigned tasks and responsibilities.

Advises appropriate Township management staff regarding maintenance of all buildings and cemeteries; obtains quotes for repairs from outside contractors.

Performs various maintenance duties including: installs ceiling tiles; replaces light bulbs; relocates office furniture and equipment as needed; trims bushes and maintains flower beds; cleans roof-drain eaves; plows sidewalks and salts as needed in winter; hangs/installs Christmas decorations; cleans street light globes; collects and disposes of solid waste from buildings and grounds; performs custodial duties as needed; perform Spring and Fall cleanup at Township properties; and picks up litter from premises.

Performs needed maintenance and repairs of equipment for various Township departments.

Maintains adequate records for all Township maintenance projects.

Performs duties as Cemetery Sexton including: locates and marks grave sites for digging and gravestone settings; performs security checks around cemeteries, noting and reporting vandalism; places veteran's flags around cemeteries for Memorial Day commemoration; trims trees and shrubs around cemetery properties including; and performs other maintenance and custodial duties as required.

Performs periodic duties and responsibilities as Election Custodian including: sets voting equipment at assigned locations on day before election; provides tables and chairs for election workers; delivers absentee ballots and other supplies as required; insures election

sites are ready for use (i.e., lighting, heat, etc.); removes election equipment and returns to storage after election; takes down and stores tables, chairs, etc.; and provides other assistance to Township Clerk in preparing, conducting, and restoring facilities for various elections held in the Township.

Performs other tasks/special projects as assigned by appropriate Township management staff.

KNOWLEDGE, SKILLS AND ABILITIES: (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

High school completion or equivalent.

Aptitude and skills in general maintenance and repairs of buildings and equipment.

Communication and interpersonal skills to relate effectively with office staff at all levels, property owners and the community at large.

Requires valid driver's license.

Ability to read, comprehend and follow verbal and written instructions in order to perform the duties described above.

Ability to concentrate and attend to details; also ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 75 pounds.

The employee must be physically able to drive throughout the Township, operate various maintenance tools and repair equipment, and climb ladders.