

LOWER WINDSOR TOWNSHIP

BUILDING MAINTENANCE SUPERVISOR

Responsible To

Township Manager

Definition

Under general supervision, performs a wide variety of skilled and semi-skilled building maintenance and repair tasks; and performs related duties as required.

Distinguishing Characteristics

Employees in this class perform maintenance and mechanical duties for assigned buildings and related facilities, furnishings, and equipment. The required duties may include minor painting, carpentry, plumbing, electrical, masonry, cement work, heating, welding, roofing, and related work. Other items may include assisting the highway department with snow removal, road work, and other general labor projects.

Under general supervision, this position performs a wide variety of skilled and semi-skilled building maintenance and repair tasks and performs related duties as required. The building maintenance supervisor is also responsible for planning and managing maintenance programs and projects. Duties include managing the areas of building utility systems, equipment maintenance and building and grounds maintenance; ensuring maintenance department objectives are met including project cost, quality and safety; daily management of the building including preventive maintenance, predictive maintenance, minor equipment and system repairs, recommendations for upgrades, daily planning and communication, and safety performance. Chairing the township safety committee is another responsibility.

Additional Qualifications: Other qualifications include knowledge of the materials, tools, methods, and equipment used in the maintenance and upkeep of the Township buildings, Senior Center, Gym, Police Department and associated facilities.

Ability to prepare estimates of time, materials, and labor; work from plans and specifications is preferred. Work with limited supervision; follow oral and written instructions; form and maintain effective working relationships with others; provide supervision, training, and assistance to others as required.

Working Conditions

Duties in this class are performed under periodically disagreeable working conditions, including working outside, at times in inclement weather; and exposure to water, dust, dirt, grease, paint fumes, chemicals, and equipment noise and vibration.

Physical Conditions

Positions in this class require frequent lifting/carrying of objects weighing up to 25 pounds and less frequently up to 50 pounds, and occasionally up to 100 pounds with assistance. This position also requires bending, kneeling, crouching, reaching, climbing, and walking. Examples include the ability to: shovel or dig in the ground, bend, twist, and stretch while painting, climb up and down an extension ladder, climb up and down stairs, walk on the roof of a building or uneven surfaces.

Driving Conditions

Positions in this class are required to have a valid Pennsylvania drivers license, and drive and operate vehicles and machinery.

Education and Experience

1. Graduation from high school or equivalent
2. 1 year experience in building maintenance including HVAC, plumbing, electrical and carpentry.
3. Possession of a valid Pennsylvania CDL operator's license.

OR

An equivalent of education and experience.