



OAK PARK
TOWNSHIP

**Oak Park Township
JOB DESCRIPTION**

CLASS. TITLE: Township Facilities Maintenance Custodian
DEPARTMENT: General Government FLSA: 11/Non-Exempt
DIVISION: Town DATE: 07/23
REPORTS TO: Township Operations Manager

Job Summary

The Township Facilities Maintenance person performs a variety of custodial, janitorial and maintenance tasks for the Township Main and Senior Services offices.

Essential Job Functions

1. Responsible for cleaning and organizing medical equipment and ensuring everything is in working condition.
2. Ensuring inside and outside lighting is working, changing all burned out lights, cleaning lenses and maintaining emergency lighting.
3. Responsible for cleaning and inspecting basement sump pumps, ensuring that restroom toilets, faucets, sinks, and drains are maintained in working order, checking pipes for leaks or damage, and maintaining outside water supply.
4. Responsible for maintaining the heating and air equipment such as changing filters, cleaning units and cleaning baseboard heaters. Cleaning and filling all humidifiers, checking motor belts and changing filters.
5. Responsible for inspecting the roof including checking flashing and cleaning roof drains. Inspecting lighting ensuring inside and outside lighting at the Township office is working, changing all burned out lights, cleaning lenses and maintaining emergency lighting.
6. Responsible for light interior and exterior maintenance (painting, caulking, washing walls, spot removals, hanging items, moving furniture, etc). Performing routine maintenance such as washing windows, sweeping, dusting light fixtures and ductwork, and general cleaning.
7. Parking lot and outdoor walkway responsibilities include ensuring that the parking lot is maintained in a clean condition, clearing debris, replacing bags in trash bins, dumpster cleaning, snow removal and ice melt application for front sidewalk, front door, and back door areas (including near dumpsters).
8. Performs landscaping including planting, watering, trimming shrubs and evergreens, performs weed control and removal, and completes fall clean up.
9. Responsible for setup for all scheduled meetings, programs, and dining. Ensuring appropriate table and chair setup (removal and storage of unneeded equipment), that tables and chairs are clear and clean, and ensuring that the room is clean and orderly.
10. Notifies appropriate staff with janitorial supply restocking needs. (130 building supplies must be maintained on each floor. Nutrition Site Supervisor orders 1st floor, Front desk orders 2nd floor.)
11. Replenishes paper in copier bins and copiers.
12. Ensures outdoor storage unit is maintained in an organized manner for easy access to all items, as needed.



OAK PARK
TOWNSHIP

**Oak Park Township
JOB DESCRIPTION**

13. Responsible for ensuring timely service and inspections according to established timeframes (fire extinguishers, fire alarms, elevator inspections, backflow valve inspections, etc). Coordinate and assist with vendor/contractor access to building, basement, rooftop, elevator room, etc. Monitor onsite activity and provide reports of completion to supervisor or notify of any variations, as needed.
14. Open boxes and pack away supplies delivered.
15. Work overtime when needed at night or weekends assisting with set-up or watching the front door for special events.
16. Performs other duties as assigned.

Material and Equipment

- Miscellaneous office equipment; i.e. – phone, copier, etc.
- Various tools, power equipment, testing equipment.

Minimum Qualifications

Education and Experience:

- High School Diploma or equivalent and one year vocational or trade school with course work in carpentry, plumbing, HVAC or related field and four to five (4-5) years experience in office or commercial building janitorial work.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s):

- None

Knowledge, Skills, and Abilities

Knowledge of:

- General building cleanliness
- Basic ability to change system filters
- Basic landscaping and carpentry work

Skill In:

- Usage of various repair and maintenance tools

Ability to:

- Work with minimal supervision
- Troubleshoot problems and perform necessary repairs



OAK PARK
TOWNSHIP

Oak Park Township JOB DESCRIPTION

Physical Abilities:

- Walk, stand, and sit for extended periods
- Bend, squat, reach and grasp objects using eye-hand coordination
- Assemble, repair and move furniture and equipment
- Work at heights and outdoors in inclement weather
- Lift or move moderate to heavy objects (up to 100 pounds)

Company offerings:

- 2 weeks vacation
- 13 paid holidays
- 12 sick days
- 2 personal days (if starting before July 1st; 1 if starting Jul 1st or later)
- Health Insurance through Blue Cross and Blue Shield, Dental and Vision (85% of the cost covered by employer)
- Life insurance equal to annual salary
- IMRF Employer, Pension
- 457 savings plan
- Tuition Assistance

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.