



BUILDING MAINTENANCE LABORER (FT)

Upper Merion Township, located in King of Prussia, PA, is looking for a full-time, reliable **Building Maintenance Laborer** who will report directly to the **Director of Public Work**. The work of the **Building Maintenance Laborer** is key role for maintaining the facility's cleanliness, safety, and functionality. Reporting to the Director of Public Works, the individual will perform various janitorial duties, including routine cleaning, trash removal, conducting minor repairs, and ordering necessary supplies. The objective of this position is to ensure a clean, safe, and well-maintained environment for all building occupants, contributing to the overall efficiency and effectiveness of township operations.

The Essential Job Functions and Examples of Work of the **Building Maintenance Laborer** include but are not limited to:

- Perform routine cleaning, including sweeping, mopping, shampooing/cleaning, waxing/polishing, and vacuuming floors in all building areas.
- Remove trash, empty trash and recycle bins, and ensure proper waste disposal.
- Complete minor repairs such as fixing leaky faucets, replacing light bulbs, and repairing broken furniture.
- Order cleaning and maintenance supplies as needed.
- Maintain the exterior of the building through grounds maintenance, minor landscaping, gutter/drain cleaning, and snow removal.
- Check fire extinguishers, smoke detectors, and other safety equipment to ensure they are in working order.
- Conduct routine equipment maintenance and minor repairs on HVAC equipment, including replacing belts and filters.
- Perform minor painting projects or apply touchup paint as needed.
- Complete minor plumbing tasks such as unclogging drains and other minor plumbing tasks.
- Conduct minor electrical tasks such as replacing light fixtures, switches, and receptacles.
- Assist with minor pest control efforts.
- Clean windows and other interior building surfaces.
- Set up rooms with tables and chairs or move furniture for cleaning or space arrangement purposes.
- Maintain all restrooms to ensure they remain clean and well-stocked with necessary supplies.
- Manage keys for the facility and assist with lock changes or repairs.
- Respond to emergency situations such as leaks or power outages.
- Drive vehicles within and outside the Township to pick up supplies or deliver mail and packages to the Post Office.
- Coordinate the services of outside contractors.
- Perform other duties as assigned.

Physical Characteristics:

- Understand and follow verbal and written instructions.
- Sit, recline, lift, and carry up to 50 lbs. Push and pull up to 50 lbs. Climb, balance, bend, crouch, kneel, crawl, twist, and reach at all levels frequently.
- Withstand frequent exposure to weather, wet and humid conditions, high noise levels, cleaning solvents, slippery surfaces, unprotected heights, and foul odors.
- Possess visual acuity (near, mid, and far-field of vision, and depth perception frequently).

Minimum Qualifications:

- High school diploma or equivalent required.
- Valid driver's license.

Hours of Works:

The normal work hours for this position are 3:00 p.m. to 11:30 p.m. Monday through Thursday and 12:00 p.m. to 6:00 p.m. Friday, with some weekends and overtime work as required.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/wp-content/uploads/2024/01/Application-UMT-Employment-REV-Jan-2024.pdf> and submit a **completed job application, cover letter and resume** via email to: hr@umtownship.org.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Equal Opportunity Employer