



Northampton Township Position Classification Plan

Job Title: Facility Maintenance Crew
Category: Exempt

Department: Public Works
Supervisor: Facilities Manager

Position Summary:

The Facilities Maintenance Crew performs maintenance, repair, and operational work necessary to support Northampton Township buildings, facilities, and related infrastructure. Work includes general building maintenance, construction and repair activities, HVAC support, plumbing and electrical assistance, equipment operation, janitorial services, and seasonal operations.

The position requires physical labor, technical skill, attention to safety, and the ability to work independently and collaboratively with other Public Works personnel to support daily operations and facility improvement projects. This position is part of a progressive job classification within Public Works. Advancement opportunities exist within the Facilities Maintenance Crew classification based on demonstrated skills, certifications, training, and performance. Specific duties, trade responsibilities, and equipment assignments are aligned with the employee's qualifications and the Facilities Maintenance Job Classification Checklist, which is attached to and incorporated by reference into this job description.

Position Requirements:

- Perform routine building and facility maintenance, repairs, and improvements.
- Perform carpentry work including framing, finish carpentry, installation of shelving, cabinetry, countertops, doors, windows, drywall, and related building components.
- Perform masonry work including concrete, block, brick, stucco, and flatwork repairs.
- Perform interior and exterior painting.
- Assist with plumbing repairs and maintenance, including fixture replacement and minor piping repairs.
- Assist with electrical repairs and maintenance, including lighting, outlets, and minor troubleshooting.

- Assist with HVAC system maintenance including filter changes, coil cleaning, routine servicing, and minor repairs.
- Perform roofing repairs and related exterior building maintenance.
- Utilize building control systems and remote access software as assigned.
- Operate hand tools, power tools, lifts, and maintenance equipment safely and effectively.
- Operate Township vehicles and equipment consistent with licensing and certification levels.
- Conduct routine inspections of Township facilities and report safety hazards and maintenance needs.
- Maintain organization and function of storage areas and mechanical rooms.
- Assist in winter snow removal operations, including shoveling, salting, snow blower operation, and non-CDL plow truck operation; if the employee possesses a valid CDL license, he or she may also assist with CDL plow truck operations as assigned.
- Clean and maintain Township machinery, tools, and equipment.
- Maintain work areas in a clean, organized, and safe condition.
- Perform related duties as required. Duties may change at any time.

Qualifications:

Education and Experience

- High school diploma or GED required.
- Experience in building maintenance, construction trades, facilities management, or public works maintenance preferred.
- Valid Pennsylvania Class C Driver's License required; CDL A preferred.

Knowledge, Skills, and Abilities

- Some knowledge of materials, methods, and techniques used in facility maintenance and building construction.
- Some knowledge of HVAC systems, plumbing systems, electrical systems, roofing,

masonry, and carpentry.

- Knowledge of building controls and remote access systems preferred.
- Knowledge of job safety practices and procedures.
- Knowledge of hand tools, power tools, and maintenance equipment.
- Ability to meet approved minimal physical and medical standards.
- Ability to perform manual labor for prolonged periods, often under adverse climatic conditions.
- Ability to communicate effectively with coworkers, staff, contractors, and the public.
- Ability to read, write, and speak English.
- Lift and carry up to 50 pounds; push and pull up to 100 pounds.
- Withstand exposure to high noise levels, vibration, temperature extremes, and wet conditions occasionally.
- Ability to problem solve and work independently as well as work effectively with others.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift and carry up to 50 pounds, push and pull up to 100 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job-related tests may be used to evaluate a candidate's qualifications. Advancement opportunities exist within the Facilities Maintenance Crew classification based on skills, certifications, and performance.

Facility Maintenance

Job Classification Checklist

NAME _____ DATE _____

Laborer

- | | |
|---|---|
| <input type="checkbox"/> Mowing | <input type="checkbox"/> Basic Hand Tools |
| <input type="checkbox"/> Janitorial | <input type="checkbox"/> Non-CDL Snow Removal, including Township Grounds |
| <input type="checkbox"/> Trash Collection | <input type="checkbox"/> Basic Building Maintenance Skills |

Maintenance Mechanic I (Need 5 of 7 and all prior)

- | | |
|--|---|
| <input type="checkbox"/> CDL License A* | <input type="checkbox"/> Wheel Loader Operator* |
| <input type="checkbox"/> Flagger Certification* | <input type="checkbox"/> Salting & Plowing* |
| <input type="checkbox"/> Basic Carpentry (Framing) | <input type="checkbox"/> Scissor Lift |
| <input type="checkbox"/> Painting | |

Maintenance Mechanic II (Need 7 of 10 and all prior)

- | | |
|---|--|
| <input type="checkbox"/> Basic Plumbing | <input type="checkbox"/> Mini-Excavator |
| <input type="checkbox"/> Basic Electricity | <input type="checkbox"/> HVAC Maintenance (Change Filters, Clean Coils)* |
| <input type="checkbox"/> Basic Masonry | <input type="checkbox"/> Roofing Repairs |
| <input type="checkbox"/> Sheetrock Installation | <input type="checkbox"/> Basic Remote Access Usage (Traisr and Building Controls)* |
| <input type="checkbox"/> Skid Steer | <input type="checkbox"/> Pesticide License (Cord and Cat. 10) * [@] |

Maintenance Mechanic III (Need 6 of 8 and all prior)

- | | |
|---|--|
| <input type="checkbox"/> HVAC Repairs (Diagnostic Repairs) | <input type="checkbox"/> Backhoe Operator |
| <input type="checkbox"/> Finished Carpentry | <input type="checkbox"/> Class A Fuel Operator* |
| <input type="checkbox"/> Advanced Electric | <input type="checkbox"/> Pool Operator / Pool Chemical Certifications (Cat. 24) [#] |
| <input type="checkbox"/> Advanced Remote Access Usage (Traisr, HVAC Software) | <input type="checkbox"/> HVAC Recharge Syst. Cert. [@] |

* Skill Required Within Classification

[@] One Time Bonus Pay of \$100 with Certification

[#] One Time Bonus Pay of \$250 with Certification