

**Borough Maintenance Manager**  
**Yoe Borough**  
**Job Description**

**Summary of the Position:**

A Borough Maintenance Manager reports directly to the Yoe Borough Council and will be assigned a primary council person to work with for day to day needs. The Borough Maintenance Manager will create and follow a work schedule for mowing, municipal maintenance, rental inspections, and other duties as assigned and keep a weekly time card turned into the borough secretary or designated council person describing the activity completed, materials used if any and the hours consumed along with any other pertinent for the job record. The position is a five day a week job with a normal start time of 7:00 AM and end time of 3:30 PM work each day. Some overtime may be needed. There are also on call duties to include after hours and weekend work assigned to a Borough Maintenance Manager for utility emergencies, weather related duties like snow removal, and issues that arise from time to time as a matter of need. Flex hours may be worked out for these afterhours duties when they arise. The Municipal Maintenance Manager will work out of a Municipally provided vehicle available at the start of work and returned to the borough building at the end of working hours. The location of the shop and garage for Yoe Borough is at the Yoe Borough Municipal Building, 150 North Maple Street, Yoe, PA 17313. A Borough Maintenance Manager will need to have a valid drivers license, pass a criminal background check, and physical.

**Key Accountabilities:**

The below items are accountabilities a Borough Maintenance Manager will need to meet along with a weighted percentage to give an idea of how time is typically allocated to the position.

1. Performing Municipal Maintenance (60%)
2. Conducting A Residential Rental Property Inspection Program (10%)
3. Borough Resident Service (10%)
4. Staff And Municipal Vendor Communication (10%)

**Performing Municipal Maintenance:**

- A Municipal Maintenance Manager should have 3 – 5 years of commercial construction or municipal maintenance experience. Understand and have proficiencies in many areas of construction and municipal planning. These include:
  - Carpentry Both Rough And Finished (Required)
  - Drywall Repair (Required)
  - Painting (Required)
  - Concrete Placement And Finishing (Required)
  - Understanding of Doors and Door Hardware (Required)
  - Evaluate Issue And Fix Or Know Who To Call (Required)
  - Equipment Maintenance (Required)
  - Lawn And Landscape Experience (Required)

### **Conducting A Residential Rental Property Inspection Program:**

- Understand and enforce the requirements of the Yoe Borough Residential Rental Inspection Program.
- Send Letters to Landlords to get the yearly license fees in for the borough and follow up to gain compliance as needed.
- Setup the years given number of rental inspections and follow through with the inspections, sending out any findings and follow up to gain compliance as needed.
- Bring in other professionals (Solicitor, Engineer, Zoning Officer, Building Code Official, etc.) as needed for rental related issues to gain compliance with the municipal regulations with a given landlord as needed.
- Use the most current version of the International Property Maintenance Code from the International Code Council along with the associated International Building Code to conduct the rental inspections.

### **Borough Resident Service:**

- A Municipal Maintenance Manager needs to represent Yoe Borough's values of on time resident focused service to all persons they come in contact with.
- Upon arriving at a given issue the Municipal Maintenance Manager will have to communicate well with the resident to find out their needs and concerns.
- Once the issue is identified, the Municipal Maintenance Manager needs to disperse good information from resident to the Borough Council or their designate in a timely manner and understand what information to relay back to the resident. Adequately document all issues.
- The Municipal Maintenance Manager should relay a sense of confidence and understanding to the resident.
- Represent Yoe Borough as needed at the local district magistrate on issues and items that may come before the borough.

### **Staff And Municipal Vendor Communication:**

- Represent Yoe Borough values of on time resident focused service to all staff and municipal vendors.
- Work with the Yoe Borough Land Development Plan, Zoning Ordinance, Borough Code, PennDOT regulations, International Building Code and associated codes, MS4 Plan, Chesapeake Bay Plan, and other governmental regulations enforce these statements with all staff, clients, and vendors.
- Staff Communication:
  - Attend month Yoe Borough Council Meetings, generally the first Tuesday of each month starting at 7:00 PM to present a maintenance report covering such topics as job status, scheduling, general information, employee needs, MS4 items completed, etc..
  - Attend scheduled meetings for Yoe Borough to discuss items important for the borough.

organizations, is held accountable to all members of the Yoe Borough team and is respectful in all interactions with team members.

- Planning – accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Problem solving – uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Drive for Results – can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Reliable/dependable – both residents and borough council can expect a consistent level of performance and a desire to solve problems and follow up with solutions whenever called upon.
- Trust/honesty – carries on business in a way that all persons worked with cannot question their ethical stance. In all work and relationship interactions do what is right because it is the right thing to do.
- Flexible – Be ready to move and change for the resident to meet their needs as long as the solutions fall into the Yoe Borough values, ethics, and mission. To serve the customer and their needs in the way they want them served.
- Relationships creating – create deep and meaningful relationships with customers, staff, and vendors so that we understand each other's needs and are better able to meet and exceed those needs. Create an environment where others do not hesitate asking questions because they know they will be answered quickly and correctly. At the end of it all it is all about the people.
- Intentionality – have a defined purpose in all interactions by laying out clear expectations and then following through with everything promised. Set and work toward specific goals and communicate those goals to others so that they can help achieve those goals.

#### **We Look For These Technical Skills In A Borough Maintenance Manager**

- Comprehension of construction drawings, specifications and building codes.
- Comprehension of construction systems and materials and how to maintain them.
- Customer service experience.
- Utilize computer programs in the Microsoft Office Suite of computer programs.
- CDL drivers license.
- State of Pennsylvania Chemical Spray License is preferred, but not required.

#### **We Look For This Level Of Experience In A Borough Maintenance Manager**

- High school diploma or GED
- Trade School degree or equivalent experience.
- Hands-on field experience in the commercial construction, municipal maintenance, and or maintenance industry.