



Jennifer Snyder <secretarygreggtownship@gmail.com>

Building Manager Job Description

1 message

Gregg Twp Secretary <secretary@greggtownship.org>
To: Keri Miller <KeriMiller.GreggTownship@gmail.com>

Thu, Mar 8, 2018 at 9:31 AM

I don't think we have a job description for the assistant secretary.

But here is this one. I don't think it was ever approved because when we approved the original job descriptions it was when we approved the employee manual and we didn't think of Doug as this position. At least not to my recollection.

JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County

**Gregg Township Old Gregg School Building Manager 03082018.doc**
35K



Jennifer Snyder <secretarygreggtownship@gmail.com>

Gregg Township 2016 Audit

2 messages

Gregg Twp Secretary <secretary@greggtownship.org>
To: dahrenning@pa.gov

Wed, May 17, 2017 at 8:55 AM

Please see the attached audit for Gregg Township.

JEN

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Jennifer Snyder, CGA
Secretary/Treasurer
Gregg Township, Centre County



Gregg Township DCED FINAL CLIENT.pdf
347K

Henning, David L <dahrenning@pa.gov>
To: Gregg Twp Secretary <secretary@greggtownship.org>

Wed, May 17, 2017 at 9:01 AM

Jen:

Thank you very much for your help.

Dave

From: Gregg Twp Secretary [mailto:secretary@greggtownship.org]

Sent: Wednesday, May 17, 2017 8:55 AM

To: Henning, David L <dahrenning@pa.gov>

Subject: Gregg Township 2016 Audit

[Quoted text hidden]

Gregg Township Job Description

Job Title: Old Gregg School Building Manager
Reports To: Gregg Township Board of Supervisors
FSLA Classification: Non-exempt
Date: June, 2012

GENERAL PURPOSE OF JOB

Performs general repairs and maintenance, ~~serves as liaison between tenants, vendors, Board of Supervisors and Old Gregg School Advisory Committee.~~ **at the Old Gregg School. Provides direction for capital improvements to the Board of Supervisors in regards to the Old Gregg School. Provides** ~~tenant relations and~~ oversight of building vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~• Supervise scheduling and coordinating all building activities and events.~~
- Order Supplies and other items necessary for building function and upkeep within budgetary limits.
- Performs cost analysis and sets budgetary controls keeping costs at a minimum.
- ~~• Liaison with Board of Supervisors, tenants, contractors and Old Gregg School Advisory Board~~
- Assists guests and tenants when necessary.
- ~~• Attend Old Gregg School Advisory Committee Meetings and Township Meetings as required.~~
- Repairs and performs upkeep on small projects within the building.
- Manages the key system within the building.
- Follow Federal (OSHA), state regulations and Township policies regarding safety training and safe work practices.
- Supervise building repair and additions of new systems and equipment

CERTIFICATES, LICENSES, REGISTRATIONS

PA Drivers License Class C

EDUCATION and/or EXPERIENCE

An Associate's degree (A. A.) or equivalent from two-year college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience is required for this position.

LANGUAGE SKILLS

This position requires the ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. It also requires the ability to respond to common inquires or complaints from customers, regulatory agencies, or members of the business community; the ability to write speeches and articles for publication that conform to prescribed style and format; as well as the ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

This position requires the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. It is also necessary to apply concepts of algebra and geometry.

REASONING ABILITY

The ability to define problems, collect data, establish facts and draw valid conclusions is required in the this position, as is the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

This is a very mobile position, spending much of the day standing, walking, using hands and reaching. Significant amounts of time are spent talking and hearing. A moderate amount of lifting may be necessary. Physical demands will consume approximately 10% of the Old Gregg School Manager's work schedule.

This job requires the ability to use all facets of vision: close and distance, as well as the ability to perceive depth and color and see peripherally.

WORK ENVIRONMENT

This position is infrequently exposed to outdoor weather conditions and risk of electrical shock. Moderate noise levels are common. Approximately 10% of the Old Gregg School Manager's work schedule is spent in this environment.