

Custodian

Position Purpose : The purpose of this position is to perform responsible manual work caring for and maintaining the building, grounds and related equipment; all other related work, as required.

Supervision: Works under the general supervision of the Director of Facilities Maintenance, Town Administrator, or others as designated, requiring the ability to plan and perform operations and independently complete assigned tasks according to a prescribed time schedule.

Performs routine custodial duties requiring responsibility and judgment in determining method of completion.

Job Environment: Work is generally conducted indoors; outdoor work entails exposure to varied weather conditions; occasional exposure to fumes associated with standard cleaners and to noise associated with cleaning and maintenance equipment. The employee may be placed on call to respond to emergency situations.

The employee operates standard cleaning and maintenance equipment, hand tools and power tools.

The employee has limited contact with public and town employees.

Errors could result in minor injury or damage to buildings and equipment.

Essential Functions:

The essential functions or duties listed below 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.

Cleans offices, meeting rooms, bathrooms and common areas.

Performs minor repairs and maintenance.

Checks the boiler and all other building utility systems daily to ensure proper operation.

Performs minor repairs and maintenance of utility systems, as needed.

Performs outside work, including mowing grass, raking leaves, sweeping steps, and walkways and removing snow/ice and applying sand.

Performs other similar or related duties as required, or as situation dictates

Recommended Minimum Qualifications:

Education and Experience: High school diploma, or equivalent; experience in custodial and maintenance work, or an equivalent combination of education and experience.

Knowledge, Ability and Skill: General knowledge of cleaning materials and methods.

General knowledge of building utility systems.

Ability to follow instructions to complete assigned tasks. Mechanical aptitude. Ability to use hand and power tools for repairs and maintenance. Ability to perform moderately strenuous manual labor.

Basic skills in performing preventative maintenance on buildings and equipment.

Must maintain good personal hygiene and proper dress.

Physical Requirements: Moderate physical effort is required to perform duties. The employee is frequently required to stand, walk, climb ladder, use hands to operate equipment, and reach with hands and arms. The employee is occasionally required to move or lift objects weighting up to sixty (60) pounds. Vision requirements include the ability to operate equipment safely.

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.