

CUSTODIAN

Position Code: 1200

WC Code: 9015

FLSA Status: Non-Exempt

Pay Grade: 341

Location: Various departments

Approval Date: 2017

General Statement of Duties

Performs manual tasks in the care and maintenance of Town buildings and grounds.

Distinguishing Features of the Class

An employee in this class performs a variety of tasks involving manual work in the maintenance of buildings and grounds. Building maintenance includes tasks such as mopping and buffing, vacuuming, dusting, and cleaning bathrooms. Work also includes moving tables and chairs, arranging to match room set up formats. Employees must abide by safety rules and regulations and use care and accuracy in handling chemical cleaning supplies. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, chemicals, mists, gases and oils. Duties may also expose the employee to human body fluids and thus the work is subject to the OSHA requirements on bloodborne pathogens. Work is assigned daily and is reviewed by observation of quality and quantity of work completed and timelines of completion.

Duties and Responsibilities

Cleans bathrooms; scrubs toilets and sinks; wipes walls, polishes mirrors, vacuums floors, changes light bulbs. Replenishes bathrooms materials and products as needed.

Cleans offices and small rooms; cleans counters with disinfectants; wipes off telephones and copy machines; dusts, cleans glass on tables; polishes furniture.

Strips and waxes floors.

Cleans glass windows and doors and furniture in lobby area.

Empties trash receptacles; deposits recyclable or other materials in proper receptacles.

Reviews buildings safety or maintenance problems; addresses or reports problems as necessary.

Operates air blower and/or sweeps to keep front and back walkways clear of debris.

Orders cleaning supplies as needed and within budget.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of methods, cleaning chemicals and supplies and equipment used in unskilled building and grounds maintenance work.

Working knowledge of safety equipment and procedures required in performance of duties.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, superiors and the general public.

Physical Requirements

Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform heavy work, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Minimum Education and Experience

High School Diploma or GED and some experience in building and grounds maintenance.