

MAINTENANCE-CUSTODIAN

Definition

Skilled manual work relating to the care and cleaning of public buildings and related facilities; all other related work, as required, will assist with maintenance duties as required.

Supervision

Works under the general supervision of the Operations and Maintenance Director & Deputy Director

Performs responsible and routine functions, requiring the exercise of responsibility and considerable judgment in assuring cleanliness, safety, comfort, and proper maintenance of town buildings and facilities and in proper maintenance and repair of equipment.

Work Environment

Most work is performed under typical office conditions; some work is performed under variable, and occasionally unpleasant conditions, with risk of exposure to dust, dirt, chemicals, moving mechanical parts, and loud noises; grounds maintenance work may involve exposure to variable weather conditions and loud noises. Workload is subject to unplanned fluctuations; the employee is required to work outside normal business hours, as needed, and when responding to emergencies. Employee must be available for snow removal duties as required during regular shift and outside of normal working hours.

The employee operates standard office equipment, hand tools, automobile, light truck, light equipment, cleaning equipment, pneumatic tools and power tools.

Errors could result in personal injury, injury to others, damage to buildings and equipment, delay or loss of service, monetary loss, and legal repercussions.

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.

Performs janitorial cleaning and related duties; provides for security of municipal building, including securing building during non-business hours.

Respond to alarms or other issues as they arise after regular business hours.

Reports all maintenance, repairs & buildings needs to supervisor.

Ability to identify the day to day needs as they arise, and to report anything questionable to the supervisor.

Performs routine manual labor associated with cleaning and maintaining buildings including, but not limited to: washing, waxing, stripping, refinishing, cleaning, furniture, walls, floors, windows and fixtures & shoveling.

Ensure all spaces have trash removed, furniture tidied in conference rooms.

Sweep & mop floors, vacuum carpets.

Wash and sanitize toilets, sinks, showers and restock soap and paper products.

Clean mirrors and counters.

Must be able to work independently and with others.

Operates various types of grounds equipment such as tractors, lawn mowers, trimmers, shears, snow blowers and plows.

Must be able to prioritize work and have good time management skills.

Exhibits considerable knowledge of hand and power tools, materials, methods and standard practices used in the custodial and maintenance trade.

Aware of interior and exterior of buildings to advise supervisor on the need for repairs and maintenance.

Aids in the operation and maintenance of building systems such as boilers, HVAC units, plumbing and electrical systems only upon request of supervisor.

Ensure maintenance of assigned equipment and a safe, clean assigned work area.

Perform minor maintenance repairs (replacing broken switches, door handles and minor leaks).

Utilize insecticides to prevent infestation by dangerous pests.

Report damage of any kind to supervisor.

Notify supervisor of need of supplies and materials necessary for custodial duties.

Performs other duties and assumes other responsibilities as designated by the Operations and Maintenance Director and Deputy Director.

Performs similar or related work as required, or as situation dictates.

Maintenance outer premises by mowing and cleaning entrances.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

High School Diploma or equivalent. Minimum three year experience in the custodial trade or equivalent preferred. High degree of self-motivation with a demonstrated interest in and aptitude for work to be performed. Ability to follow written instructions. Ability to perform various duties of a physically demanding job. Employee must pass the Massachusetts Drinking Water Certified Operators exam within one year of employment. Pre-employment physical and CORI check required.

Special Requirements

Valid Massachusetts motor vehicle operator's license

Knowledge, Ability and Skill

Knowledge & use of custodial supplies and use of same.

Considerable knowledge of building maintenance, tools and repair methods. Knowledge of maintenance problems typical to buildings and techniques and procedures involved in building repair.

Ability to perform building and grounds maintenance and repair tasks. Ability to work independently. Ability to maintain appropriate and effective working relationships with other employees.

Physical Requirements

Moderate physical effort is required, with occasional strenuous effort demanded. The employee is frequently required to stand, walk, climb, crouch, crawl, reach, bend, use hands to operate equipment and reach with hands and arms. The employee is frequently required to move equipment weighing up to 30 pounds, occasionally up to 60 pounds, or more. Physical agility is required to access all areas of the work site. Vision requirements include the ability to read routine and complex documents and view a computer monitor. Ability to operate a motor vehicle.

This job description does not constitute an employment agreement between the employer and employee.