

Class Title: Building Custodian

Department: Town Hall

Date: 06/09/14

Rev: 2 (5.31.2018)

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the custodian care of the town hall facility

SUPERVISION RECEIVED

Works for the Town Board under the close supervision of the Town Supervisor

SUPERVISION EXERCISED

None generally

ESSENTIAL DUTIES AND RESPONSIBILITIES

Changes light bulbs and fluorescent tubes.

Cleans, sweeps, dusts, mops, vacuums all basement rooms, stairs and all grade level rooms including under desks and tables, and vacuums furniture, etc.

Empties garbage cans, deposits trash in designated location and relines cans with liners.

Cleans, sweeps, dusts, mops and sanitizes restrooms, replenishes supplies, including toiletries as needed; cleans spills; mirrors, tables, walls, base board heating, fixtures, blinds, light fixtures, etc.

Washes windows inside and outside, walls, metal and woodwork

Cleans the exterior of the building in the area of the main entrance including removing cob webs

Picks up litter from around the building and grounds

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Opens and closes locks and unlocks facilities as needed and is available to do so

Requisitions needed supplies.

Maintains records of work completed.

Maintains current skills and knowledge in the proper and safe techniques of building maintenance

PERIPHERAL DUTIES

Moves and sets up furniture, pictures, etc. as needed and assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation for an accredited high school, or equivalent.

Necessary knowledge, skills, abilities:

- (A) Thorough knowledge of appropriate sanitary cleaning methodology.
- (B) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to perform minor repairs; some knowledge of first aid and applicable safety practices.
- (C) Ability to read, interpret specific cleaning chemical instructional and safety labels; ability to organize activities, ability to communicate effectively, orally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.
- (D) Skill in the safe and appropriate operation of listed tools and equipment.
- (E) Ability to work independently and to complete activities according to work schedule; ability to lift heavy objects, walk and stand for long periods of time; ability to understand and follow written and oral instructions.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT USED:

Cleaning equipment; including brooms, mops, garden hose, floor buffer, steam cleaners, vacuum, dusting equipment, and associated cleaning tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electric shock.

The noise level in the work environment is a usually moderately quiet during operations.

SELECTION GUIDELINES

Preference will be given to legal residents of the Town of Minnetto.

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above 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 of the position.

The 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.

Approval: _____
Town Supervisor

Approval Date: _____

Effective Date: _____