

BUILDING MAINTENANCE CUSTODIAN

Position Purpose:

Manual, mechanical, and some supervisory work relating to the care and maintenance of a public building or buildings, related equipment, and surrounding grounds; routine to semi-complex maintenance and repair work. The employee follows all town safety policies and procedures in the performance of essential functions. Performs all other related work as required.

Supervision:

Supervision Scope: Work performed is both routine and diversified, requiring judgment in the application of established practices and procedures to problems and situations not falling clearly or concisely within the limitations of accepted standards and precedents.

Supervision Received: Works under the general direction of the Supervisor of Buildings, following established department general and special orders, policies and procedures.

Supervision Given: None.

Job Environment:

Work is performed indoors and outdoors; inside work may involve exposure to unpleasant conditions such as dust, dirt, fumes, and chemicals; outside work is performed under varying environmental conditions; incumbent may be exposed to inclement and disagreeable weather conditions such as extreme heat, cold, rain, snow or sun. Work is performed near moving mechanical parts; employee occasionally works in high places. On-call for emergencies.

Requires the operation of automobiles, light trucks, telephones, computers, vacuum cleaners, buffers, snow blowers, lawn mowers, hand tools; utilizes copiers, facsimile machines, and other standard office equipment; may be required to wear protective clothing and mask.

Has contact with the general public, other agencies internal and external to the Town government, sales people; communication frequently is in person and by telephone.

Errors may create hazards to public safety, and may be costly to correct.

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.)

Works independently or part of a team under the direction of the Supervisor of Town Buildings. Performs manual labor that requires a wide variety of maintenance duties. Takes responsibility for the care and condition of town buildings. Executes all work orders requested by department head and/or board or commission.

Performs basic carpentry work including building walls, fixing holes in walls, interior and exterior painting, plastering, repairing screens, and small remodeling jobs. Performs routine repairs, light construction and preventive maintenance such as repairing doors, building shelves, replacing broken glass; repairs toilets, water fountains, showers and sinks; changes light bulbs. Cleans gutters.

As requested and directed by the Supervisor, performs custodial duties such as vacuuming, sweeping, washing, mopping and cleaning floors and other surfaces as work schedules and conditions require. Checks and fills paper towels, toilet paper, and soap dispensers. Cleans restrooms, and washes windows. Empties trash barrels. Strips and waxes floors.

Monitors all building systems and has some input in the maintenance of heating, ventilation, and other equipment. Performs minor maintenance on heating and cooling systems. Performs non-licensed plumbing and electrical duties in conformance with town/state regulations and policies. Operates thermostat and safety controls, replace HVAC filters as needed

Maintains all grounds connected with buildings; rakes leaves; maintains and trims plants and shrubs; shovels snow and sands or salts walkways surrounding buildings as needed. May mow grass.

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

May train new maintenance/custodial staff in all aspects of custodial and minor maintenance work. Involved in working with contractors.

Maintains lists of supplies, tools, and equipment needed and notifies supervisor; orders supplies and equipment, according to town policies; notifies supervisor of equipment and facilities needing repair; stores custodial supplies; maintains appropriate records of purchases, prices and receipts; provides input into the development of supply budget.

Responsible for the opening and locking-up of various buildings and garage doors; provides building security during work hours, monitoring hallways and directing the public to the proper locations; may secure buildings at close of day.

Maintains records of custodial work completed; notes and reports significant maintenance needs and signs of damage, theft or vandalism.

Works with groups, town boards and committees, and other organizations in planning the use of meeting rooms and auditoriums; schedules meetings and special events; sets-up and operates sound system, voting booths, exhibits, etc.; moves furniture; performs setup and breakdown for meetings and other functions; responsible for clean-up following meetings. Distributes mail daily to various persons and offices in the organization and gathers outbound mail; makes special deliveries. Transports books, packages, supplies, boxes, and other

materials to various offices and/or buildings; loads trucks with books, boxes and/or other equipment. Runs small errands.

Keeps abreast of the latest equipment, procedures, methods, systems, and materials employed in the industry. Stays abreast of current building technologies, requirements, and regulations.

Responds, as necessary, to emergency situations, including weekends and off-hours. Expected to be available to shovel and/or snow blow during storms on weekends and off-hours, as necessary.

Follows all town safety procedures in the performance of all duties. Maintains and ensures the safety of public building(s). Communicates awareness of hazards and safety concerns to supervisors, employees, and customers. May be required to place at building/grounds signage, cones, flags, or other appropriate warning information for the general public.

Performs special projects; performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduation plus two years of vocational training; three years of related maintenance experience including custodial experience; experience in recognized building trade is helpful; or any equivalent combination of education and experience.

Special Requirements:

A valid Massachusetts motor vehicle operator's license is required. Hiring is contingent on CORI check and fingerprinting.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of custodial materials and methods. Working knowledge of maintenance techniques and procedures related to buildings/grounds maintenance and care.

Ability: Ability to perform manual labor. Ability to work independently and as part of a team and to complete daily activities according to work schedule. Ability to communicate orally and in writing. Ability to use equipment and tools properly and safely. Ability to exercise care in the use of cleaning materials.

Skill: Skill in performing routine painting, minor plumbing, and light carpentry. Strong organizational skills. Basic skills in performing preventive maintenance work on buildings, grounds, and equipment. Excellent customer service skills.

Physical Requirements:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate physical effort is required in performing functions.

Frequent physical effort required. Position requires extensive walking, reaching, standing, stooping; and climbing stairs/ladders when performing functions. Frequently required to lift, move, and/or push furniture, tools, equipment and supplies which may weigh up to pounds 60 pounds. Physical agility required to access all areas to be cleaned and maintained. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus; ability to distinguish colors. Physical ability to drive a motor vehicle to various building sites. Physical ability to perform basic carpentry work.

(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.)