Revised: 05/25/2018

BRIEF JOB DESCRIPTION: Performs routine maintenance and cleaning of the Municipal Center, Police Station, Wiggin Memorial Library Building, and Firehouse in support of the operation of each building's site.

SUPERVISION: Immediate supervisor shall be the Director of Public Works. Responds to the needs of each building manager.

EMPLOYMENT STATUS: Full-time (40 hours per week) hourly. Potential flex-time schedule with compensatory time off depending on need.

DUTIES AND RESPONSIBILITIES: The performance of the following tasks/functions at each site is required in meeting the expectations for the position as described:

1. Maintain the general appearance and cleanliness of the buildings and grounds in an appealing manner.

2. Empty trash receptacles on a daily basis and dispose of materials appropriately.

3. Check weekly and empty as needed but at least once per month trash receptacles in the Town Center/Historical Society grounds.

4. Establish an appropriate cycle of vacuuming, washing, and floor care for all carpets, tile, and other floor surfaces to maintain an attractive, clean, and durable appearance.

5. Maintain the cleanliness of all glass and mirror surfaces inside and outside of each building.

6. Remove dirt, debris, snow, ice from walkways and entrances at each building.

7. Monitor rest rooms on a daily basis and maintain appropriate supplies and cleanliness of each to insure continuing sanitary conditions.

8. Maintain kitchen and break room areas in a sanitary condition.

9. Perform minor or routine maintenance, repairs, and painting in and around each building.

10. Assist other departments in the maintenance and custodial related duties of the grounds of Town owned property to include but not limited to playground equipment, fixtures, and other exterior features in a safe and esthetically pleasing manner.

11. Maintain illumination and safety equipment associated with each building. This will include but not be limited to inspecting and testing of emergency lighting, fire extinguishers, and other safety systems in accordance with applicable Life/Safety Codes. Function as the Town's Life Safety Officer.

12. Order supplies necessary in the operation of each building in a cost effective manner within budgeted amounts.

13. Obtain, arrange, schedule, assist, and/or monitor outside contractors to perform inspections, tests, and repairs as needed in a cost effective manner.

14. Maintain all records and a schedule of inspections, tests, and repairs performed at each building.

15. Assure the appropriate level of security of each building while on duty. Assist authorized members of the public in gaining access to each building.

16. Monitor the performance of equipment and building components and alert supervisor to problems, improvements, and/or preventive actions.

17. Act to prevent immediate damage, waste or ruin to any Town property and assist in determining permanent corrective action. Act to prevent personal injury from occurring on any Town property.

18. Supervises, directs, and assists the Assistant Custodian in the performance of their duties in accordance with the Assistant Custodian's job description, Town policies, and employment practices.

19. Assist Highway Department in snow removal during snow emergencies.

20. Maintain an inventory of all supplies and equipment related to the operation of each building and maintain same in an orderly fashion.

21. Run short errands as may be required.

22. Perform other duties, as assigned, to insure the proper operation and maintenance of each site.

PHYSICAL REQUIREMENTS: The position requires a person to lift and carry objects up to 50 pounds; to have a full range of movement for reaching, climbing, and stooping; dexterity to operate standard cleaning and maintenance equipment and hand tools; ability to drive a motor vehicle and pass the medical requirements for a commercial driver's license (CDL); Cognitive and sensory ability to effectively communicate with supervisor and co-workers.

SPECIFIC TRAINING, SKILLS, AND/OR ABILITIES: A person in this position will possess the following:

-Minimum of a High School diploma/G.E.D.

-Training and/or experience in electrical, mechanical, and/or plumbing trades are desirable.

-Demonstrated experience cleaning and maintaining VCT and other flooring materials is highly desirable.

-Possession of or the ability to obtain a CDL and maintain same is desirable.

-One to two years of professional experience in building maintenance/cleaning.

-Ability to handle multiple priorities and to meet deadlines.

-Ability to attend to many items simultaneously and/or in sequence.

-Ability to maintain a harmonious and cooperative working environment with fellow employees and the public.

-Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written. Ability to identify through observation, communicate, and initiate suggestions and/or options.

STARTING WAGE RATE: $18.00 to $18.50 per hour depending on qualifications and/or experience.