

## **POSITION DESCRIPTION**

Class Title: Building Maintenance Custodian III  
Department: Public Works  
Division: Community/Meeting Center  
Date: January 1, 2007

### **GENERAL PURPOSE**

Performs a variety of skilled and unskilled tasks in the custodian care and maintenance of Town buildings and grounds.

### **SUPERVISION RECEIVED**

Works under the supervision of the Director of Public Works and Signalization and Maintenance Supervisor with immediate supervision and work assignments from the Maintenance Technician (Crew Leader) at the Community/Meeting Center.

### **SUPERVISION EXERCISED**

May supervise temporary custodial employees or community service workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs duties falling into the following categories: mechanic, plumber, carpenter, painter, and electrician.

Repairs and cleans equipment and fixtures.

Performs duties around grounds and exterior of buildings.

Participates in safety programs.

Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.

Dumps ash cans and garbage and relines cans with liners.

Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.

Washes windows, walls, metal and woodwork.

Cleans sidewalks.

Picks up litter from around buildings and grounds.

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

Opens and closes, locks and unlocks facilities as needed.

Keeps records of work completed.

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

### **PERIPHERAL DUTIES**

Assists in setup and cleanup associated with meetings in the Community/Meeting Center, only if necessary.

Other duties as may be required.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

(A) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

#### **Necessary Knowledge, Skills and Abilities**

(A) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;

(B) Skill in operation of listed tools and equipment.

(C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

### **SPECIAL REQUIREMENTS**

Some custodian departments may require a valid driver's license.

### **TOOLS AND EQUIPMENT USED**

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting 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 50 pounds and occasionally lift and/or move more than 75 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 electrical shock.

The noise level in the work environment is usually quiet during indoor night shift operations.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

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 to 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: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date:

Revision History: October 29, 2013