

TOWN OF CANTON

TITLE: Custodian I

CLASS: Union - Hourly

DEPARTMENT: Public Works

DATE: October 8, 2009

POSITION DESCRIPTION

Works under the general direction of the Public Works Director, the Custodian performs general cleaning and minor maintenance repair work in the care and upkeep of town buildings, adjacent grounds and equipment.

SUPERVISION RECEIVED

This position is supervised daily by the Maintenance Supervisor, who shall assign specific tasks as necessary. Responsibilities are carried out with considerable independence and judgment to reach desired results. Work is reviewed for assurance that desired results are obtained.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principle functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of Public Works as may be assigned by the Director of Public Works.

- Follows a standard preventive maintenance schedule.
- Cleans rooms, hallways, lobbies, lounges, restroom and other work areas.
- Utilizes brooms, mops and powered equipment, sweeps, strips, and waxes floors.
- Utilizes vacuum cleaner to clean rugs, carpets, draperies and venetian blinds.
- Washes walls, windows, door panels and sills.
- Removes trash.
- Replenishes bathroom supplies.
- Moves furniture.
- Shovels snow and sweeps dirt from entrances and walks adjacent to building.
- Checks heating and cooling equipment.
- Utilizes hand tools and small power equipment.
- Provides assistance to visitors as needed.
- Follows all standard safety procedures and regulations.
- Reports tasks accomplished orally or on written work order to Supervisor.
- May perform additional tasks and duties as necessary and/ or requested.
- Opens and closes Town buildings.
- Prepares rooms and equipment.
- Secures offices and building.
- Sets up rooms for meetings.
- Assists public using Town facilities by moving equipment, furniture or materials.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements are representative of the required knowledge, skills, and abilities.

- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret and apply regulations, codes, policies and procedures.
- Knowledge and ability to analyze problems.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to acquire skills to operate equipment.
- Knowledge of the function and safety features for all required equipment.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to deal effectively with elected and appointed officials, contract providers, employees and the general public.
- Ability to act calmly and effectively in emergency situations.
- Ability to collaborate with other public agencies regarding schedules for Town Hall events.
- Sufficient knowledge of the community to serve the public.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing the duties of the job, the employee will work in outside weather conditions. The employee may be exposed to wet and/ or humid conditions, or airborne particles. The employee will be required to provide his/ her own transportation.

- Requires ability to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload or respond to weather events.
- Ability to lift up to 50 pounds necessary to move office files or equipment.
- Works in office setting subject to continuous interruptions and background noises.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a High School Degree and two (2) years of increasingly responsible work experience custodian / maintenance work or similar combination of education and experience.

LICENSE OR CERTIFICATE:

Must possess a valid and current driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.