

JOB TITLE: MAINTENANCE CUSTODIAN PART-TIME POSITION

Job Description: Performs building and grounds cleaning, and general maintenance work in and on Town buildings. Performs minor equipment and facilities repair work.

Accountability: Reports to the Town Administrator, who assigns areas of responsibility, outlines policy, reviews work in progress, and/or completion, and provides instructions as necessary. Duties are performed according to established and specified procedures.

Equipment Used: Buffing machines; vacuum cleaners; mowers; snow blowers; various tools associated with general cleaning and maintenance services, including light power equipment.

Environment: Inside 70% Outside 30%

Duties and Responsibilities: *Except as specifically noted, the following functions are considered essential to this position.*

Responsible for the overall maintenance and cleaning of all Town facilities and grounds. Primary building responsibilities are the Town Hall and Police Station on a daily basis, the Fire Station, occasionally the North Branch Fire House and Highway garage once a week and removal of trash from the library as needed. The town beach on a seasonal basis.

Develops an overall maintenance schedule for each facility, updating the plan as necessary based on changes in need and use of buildings.

Participates in the periodic inspections of all Town facilities such as elevator inspections, fire alarm inspections, pressure vessel inspections etc. Recommends expenditures relating to the maintenance of the facilities to the Town Administrator.

Sweeps, mops, waxes and polishes floors; washes walls, windows and window screens; dusts, polishes, arranges and moves furniture; vacuums and cleans rugs; cleans lavatories; washbasins, and exchanges empty water cooler receptacles for full ones when needed and wastebaskets; fills dispensers with soap, towels, etc.

Cleans, services, and makes minor repairs and adjustments to heating and ventilating systems. Makes minor plumbing and electrical repairs; replaces light bulbs and other fixtures.

Paints floors, walls, buildings and fixtures; performs simple repairs in the maintenance of the buildings, both inside and outside of structures.

Opens building according to schedule; guards against vandalism and unlawful entry.

Keeps steps, walkways, and ramps of the Town Hall, Police Station, Library and Grapevine (Aiken Barn) clear of snow and ice.

Operates vacuum cleaners, floor polishers, snow blowers, and other power maintenance equipment to perform assigned duties.

Sets up for meetings; erects voting booths for elections and removes same; moves furniture and equipment from building to building as necessary.

Picks up materials and supplies from stores and warehouses as necessary. Distributes centralized supplies to specific departments as needed.

Assists with the setting up and cleaning of the Emergency Operations Center when in operation; transports personnel and equipment to areas during an emergency operation; assists with the installation of emergency sand bags, temporary detour signs and other needs during a declared emergency.

Assists with the installation and removal of seasonal decorations such as wreaths, trees, and lights.

Performs other related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Frequently required.

LIFT 26 to 50 lbs: Occasionally required.

LIFT over 50 lbs: Occasionally required.
Assistance may be available.

CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Frequently required.

CARRY 26 to 50 lbs: Occasionally required.

CARRY over 50 lbs: Rarely required.
Assistance may be available.

REACH above shoulder height: Frequently required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.

HAND MANIPULATION

GRASPING: Frequently required.

HANDLING: Frequently required.

TORQUING: Occasionally required.

FINGERING: Frequently required.

CONTROLS AND EQUIPMENT: Telephone, cleaning machines, snow blower, maintenance tools.

Cognitive and Sensory Requirements:

TALKING: Necessary for communicating with others.

HEARING: Necessary for taking instructions and information.

SIGHT: Necessary for doing job effectively.

WRITING: Necessary for doing job effectively..

Other Physical Considerations

TWISTING: Occasionally required.

BENDING: Frequently required.

CRAWLING: Occasionally required.

SQUATTING: Occasionally required.

KNEELING: Rarely required.

CROUCHING: Occasionally required.

CLIMBING: Occasionally required.

BALANCING: Occasionally required.

Work Surface(s):

Carpeting and tile floors, sometimes wet flooring; outside grounds for maintenance; ladders

