

TOWN OF EXETER

JOB TITLE: Custodian

6/30/14

DEPARTMENT: Public Works

POSITION NUMBER: 813

EMPLOYMENT STATUS: Part-Time, Non-Union

EXEMPT STATUS: Non-Exempt

LABOR GRADE: 1

JOB SUMMARY: This position is responsible for unskilled and semi-skilled manual labor in support of facility cleaning and maintenance.

SUPERVISION RECEIVED: This position receives direct supervision from the maintenance superintendent and is evaluated by the maintenance superintendent based upon the essential duties of the position and the performance of assigned tasks.

SUPERVISION EXERCISED: Provides no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Opens, closes, locks and unlocks facilities, guards against vandalism and unlawful entry and reports the misuse of town equipment and property.
2. Performs inside maintenance such as sweeping, vacuuming, mopping, waxing, dusting, polishing, emptying wastebaskets, replacing light bulbs, hanging pictures and minor building and equipment repairs.
3. Cleans, sanitizes and disinfects restrooms, washbasins and drinking fountains.
4. Cleans spills, mirrors, tables, fixtures, blinds, light fixtures, etc.
5. Replenishes lavatory supplies.
6. Washes windows, walls, metal and woodwork.
7. Performs minor unskilled and semi-skilled interior building maintenance and repairs such as replacing sheetrock and tiles, painting, lubricating locks and doors, fixing chairs and desks, etc.
8. Performs outside maintenance such as sweeping entrances, sidewalks and steps, snow removal and minor building and equipment repairs.

9. Clears snow and ice from walkways and spreads sand and salt on sidewalks and steps.
10. Inspects, washes and performs routine maintenance of drinking fountains, restrooms and trash receptacles.
11. Sets up and takes down furniture and equipment for various functions and activities and prepares facilities for program use.
12. Collects trash and recycling for disposal.
13. Picks up litter from around buildings and grounds.
14. Operates one or more of the following pieces of equipment: vacuum cleaner, floor polisher, snow blower and other hand and power equipment.
15. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
16. Works harmoniously with town officials, employees and the general public.
17. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of the methods, materials and equipment used in custodial work and the maintenance of facilities.
2. Knowledge of town policies and procedures.
3. Knowledge of mechanical, electrical and plumbing systems and their operation.
4. Knowledge of light equipment application and operation, building and grounds maintenance and repair procedures.
5. Knowledge of the maintenance requirements of light equipment.
6. Knowledge of the work hazards and safety precautions common to machinery and equipment required in building maintenance.
7. Skill in the operation and maintenance of light equipment.
8. Ability to work independently.
9. Ability to take initiative to perform tasks without direct supervision.
10. Ability to anticipate needs and to meet them ahead of time.

11. Ability to lift heavy objects and perform strenuous physical work under adverse weather conditions.
12. Ability to communicate effectively, both verbally and in writing.
13. Ability to operate standard custodial tools and equipment, including a snow blower, vacuum cleaner, floor polisher, electric drill, basic hand tools, etc.
14. Ability to perform simple and routine manual labor.
15. Ability to detect errors in equipment operations and maintenance.
16. Ability to understand and follow oral and written instructions.
17. Ability to modify daily schedules on short notice in order to accommodate unexpected, higher-priority activities.
18. Ability to demonstrate good teamwork, interpersonal and customer-service skills and attitude.
19. Ability to establish and maintain effective working relationships with town employees, officials and the general public.

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Specific, detailed guidelines covering all the important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

COMPLEXITY: The work consists of tasks that are clear-cut and directly related. There is little or no choice to be made in deciding what needs to be done. Actions to be taken or responses to be made are readily discernible. The work is quickly mastered.

SCOPE AND EFFECT: The work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work product or service is required to facilitate the work of others; however, it has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

PURPOSE OF CONTACTS: The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a high school diploma with additional training in the field of work.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require one (1) year or less of experience in maintenance, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
3. Possession of, or ability to readily obtain, a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.