

Job Description-Custodian

Nature of work:

This is custodial and light maintenance work at Town Office and the Public Safety Building.

Employee of this class is responsible for the general cleaning, minor maintenance of the Town Office and Public Safety Building, and for assisting the staff when possible. Employee performs a wide variety of cleaning and light maintenance throughout the building. Work requires the use of tools and supplies common to standard cleaning tasks. Work is generally performed under the general direction of the Town Manager, subject to review upon completion. Assignments are general in nature and reviewed orally.

Essential Duties and Responsibilities:

Vacuums or mops floors, sweeps carpets.

Dusts desks, tables, counters and bookshelves.

Cleans restrooms.

Performs light maintenance, painting and changing light bulbs.

Washes walls and windows.

Collects and removes rubbish from building and grounds.

Cuts grass at recreational facilities, town cemeteries, town garage, and other areas designated by the Recreation Director

Maintains inventory of all cleaning supplies and equipment.

Shovels and sands all entry ways and walkways.

Strip floors and clean rugs.

Performs related work as required.

Requirements of Work:

Working knowledge of the methods and supplies used in day-to-day cleaning of buildings.

Ability to establish and maintain effective working relationships with other staff and the general public.

Skill in the use of tools and equipment used in various maintenance and repair tasks.

Ability to work independently or with minimal supervision.

Ability to drive to run errands.

Ability to operate small equipment.

Training and Experience Required:

Graduation from standard high school and experience in custodial work; or any equivalent combination of experience and training.

Functional Requirements: Physical strength and agility sufficient to perform the work of the class including:
lifting up to 50 pounds, standing and walking for prolonged periods, shoveling, climbing ladders, and bending.

Necessary Special Requirements:
Must possess valid Maine motor vehicle operator's license.