
Town of Harwich, Massachusetts

Position Title: Custodian

Department: Various

Statement of Duties

Under general supervision, performs general custodial care and maintenance to assigned buildings, grounds and parking lots to ensure a safe and clean environment. Responsibilities include general cleaning inside and out, grounds work, and minor maintenance and repairs to buildings and equipment.

Essential Functions

The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.

1. Performs general custodial care of town property to maintain cleanliness and appearance according to established standards.
2. Sweeps, scrubs, mops, waxes and polishes hard surface floors, vacuums and shampoos carpeted areas, dusts and polishes furniture and woodwork and washes walls, windows, counters and other interior surfaces.
3. Cleans, straightens and does minor maintenance or repair.
4. Fills products dispensers in restrooms and other designated areas.
5. Empties and cleans trash receptacles and recycling containers.
6. Cleans and disinfects fixtures and surfaces in restrooms, locker rooms and shower facilities.
7. Strips and re-finishes floors.
8. Completes outside grounds keeping duties such as sweeping and cleaning walkways and entrances, maintaining lawns, raking leaves and removing snow and ice to keep outside premises in an orderly and safe condition.

9. Inspects and ensures that assigned building(s) and areas are properly secured to safeguard property and equipment in the building(s) and on the premises. Sets security alarms.
10. Monitors lighting of hallways, entrances/exits and parking lots for night meetings and activities to ensure safety.
11. Replaces burned out incandescent and fluorescent light bulbs and assists in making simple repairs and adjustments to fixtures, furnishings and equipment to maintain facilities.
12. Moves office and other furniture as required, setting up or modifying work areas. Sets up and/or breaks down tables, chairs and the like for meetings and other events.
13. Orders maintenance supplies and materials to maintain inventory. Maintains equipment and reports equipment needing repair.
14. May assist personnel in building(s) by unloading books, installing/removing decorations or by performing other tasks.
15. Assists the public by providing information, opening locked doors and giving directions.
16. Responds to custodial emergencies such as spills, toilet overflows and the like.
17. Runs errands.
18. Adheres to all safety rules and procedures.
19. Custodians may be called in for snow and ice removal or for other emergencies.

Supervision

None exercised

Recommended Minimum Qualifications

Education and Experience

Duties require experience and training which demonstrates basic knowledge of building and grounds maintenance and repair. High School Diploma/GED and some experience in building custodial operations and maintenance preferred. Some formal training, courses or apprenticeship in areas such as HVAC, electrical, plumbing or other trades is highly desirable.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Working knowledge of the methods, practices, materials, tools and equipment used in custodial care of buildings, fixtures, furniture and equipment and in grounds keeping tools and equipment;
- Working knowledge of the occupational hazards and safety precautions of custodial work is essential;
- Ability to establish and maintain effective working relationships with employees, department officials and the general public is required, and
- Sufficient physical strength to perform a variety of manual tasks in the care, cleaning and maintenance of buildings, grounds and equipment is essential in performing the duties of this job.

Certifications and Licenses

None

Tools and Equipment Used

Equipment operated includes: Cleaning chemicals, buffers, auto scrubbers and other cleaning and floor care equipment. Various hand tools, ladders, gardening tools, compactors, and shovels are used in performing the duties of this position.

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 frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or

balance; and stoop, kneel, crouch or crawl; talk, see or hear. Heavy lifting/pushing of 50 pounds or more is regularly required; lifting up to 100 pounds occasionally.

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 is frequently exposed to outside weather conditions, extremes in temperature, humid conditions; vibrations, moving mechanical parts, sharp blades, instruments and other sharp objects, fumes, gases or airborne particles, blood borne pathogens or other diseases, toxic or caustic chemicals, risk of electrical shock, burns and explosion. The noise in the work environment may be loud.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.