

**Town of Eliot, Maine
Job Description**

Position Title:	Custodian	Grade Level:	
Department	Town Administrator	Date:	
Reports to:	Town Administrator	FLSA Status	

Statement of Duties: The employee is responsible for the provision of cleaning and routine maintenance services at various Town-owned buildings. Employee is required to perform all similar or related duties.

Supervision Required: Under the direct supervision of the Town Administrator, clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion of assigned work tasks.

Supervisory Responsibility: The employee is not responsible for the regular supervision of any Town employees.

Accountability: Consequences of errors, missed deadlines or poor judgment would include adverse public relations, legal repercussions, waste of materials, danger to public safety or personal injury.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

Confidentiality: In accordance with the State Public Records Law, the employee does not have regular access to confidential information.

Work Environment: The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, equipment/machinery, dust, smoke, heat, cold, oil, dirt or grease. Work is may be performed outdoors, regardless of weather conditions.

Nature and Purpose of Contacts: The majority of interaction is with co-workers and Town employees that requires courtesy and tact in order to maintain effective working relationships. Contact with the public takes place on an occasional basis. The employee has contact with vendors or contractors and the public that use the buildings and occasionally with the public.

Occupational Risks: Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of cleaning and/or building maintenance equipment

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and related materials, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as coats, gloves, glasses, hard hats, or boots may be required to carry out duties in a safe and effective manner.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Responsible for maintaining a preventative building maintenance program pertaining to the cleaning and routine maintenance of various Town buildings as assigned.

Sets up rooms for various public meetings as necessary.

Ensures that walk ways and grounds around Town buildings are clean.

Cleans and maintains furniture, windows, floors, bathrooms etc.

Maintains an inventory of cleaning equipment and supplies and orders replacement as necessary within budgetary appropriations.

Collects and disposes of building refuse.

Recommended Minimum Qualifications:

Education and Experience: High School Diploma or equivalent; a minimum of one (1) year prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid Class D Motor Vehicle Driver's license.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of building maintenance products, equipment, techniques and practices. Knowledge of safe work practices in the maintenance and cleaning of public buildings in a safe and efficient manner.

Abilities: Ability to carry out a variety of work assignments in a detailed, efficient, independent, and safe manner. Ability to carry out job duties often under potentially dangerous working

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conditions in a safe and efficient manner. Ability to read, interpret and follow oral and written instructions. Ability to work efficiently and safely with a wide range of building maintenance and cleaning equipment and related tools.

Skill: Effective work or project organizational skills. Proficient mechanical and physical skills required to carryout job duties.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

Work requires the exercise of physical strength and effort daily to lift, push, pull, carry, or stacking objects such as chairs and tables and building maintenance equipment.

Motor Skills:

Position requires the employee to apply hand eye coordination with finger dexterity and motor coordination in order to perform a wide range of unskilled labor activities such as the use of building maintenance and cleaning equipment and to climb a ladder or work in confined spaces.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.