

TOWN OF ELIOT Job Description

Job Title: Custodian
Department: Administration
Reports To: Town Manager
FLSA Status: Non-Exempt

GENERAL SUMMARY:

The janitor/maintenance individual will be responsible for maintaining the physical buildings of the Town of Eliot, including the Town Hall, Police Department and Public Works Department.

ESSENTIAL JOB FUNCTIONS:

- Vacuums all carpeted areas.
- Vacuums and washes all tiled floor areas.
- Cleans restrooms, including fixtures, floors and walls, and maintains paper supplies.
- Cleans all surface areas and furniture, including desk counters, filing cabinets, etc.
- Empties all trash receptacles.
- Cleans all woodwork, lighting fixtures telephones, window sills and shelves as needed.
- Replaces light bulbs.
- Applies paint inside and out as needed.
- Strips and waxes tile floors twice a year.
- Washes inside and outside of windows twice a year.
- Seasonally, shovels and salts walkways to public buildings as needed (more hours in the winter)
- Supervises steam cleaning of carpeted areas four times a year.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Ability to communicate effectively with fellow employees and superiors.
- Ability to communicate effectively with vendors and general public.
- Knowledge of cleaning chemicals and associated safety precautions and hazards.
- Knowledge of general cleaning safety.
- Ability to use various cleaning equipment and knowledge of associated safety precautions and hazards.
- General maintenance skills.
- Ability to climb ladders.

EDUCATION AND EXPERIENCE:

- High school education or equivalent.
- 1 to 2 years maintenance or related experience.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Inside and outside working conditions.
- Ability to lift 50 pounds.
- Ability to extend arms for prolonged periods of time, i.e., painting, shoveling
- Ability to stoop and bend for prolonged periods of time, i.e., washing floors, vacuuming.
- **This position is classified for 20 hours per week with limited benefits per the Personnel Policy. This position works three days per week, and as needed during winter conditions.**
- **A valid Driver's License and dependable transportation required.**

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required

Approval

Date