

POSITION DESCRIPTION

Class Title: Custodial Maintenance
Department: Public Works
Division: Maintenance
Date: March 19, 2014 (rev: 11-4-24)

Job Code Number: 090-019
Union: AFSCME
Location: Town Hall

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the custodial care and maintenance of town buildings & properties. Hours, wages and benefits as provided for in collective bargaining agreement for this position.

SUPERVISION

Works under the direct supervision of the Maintenance Foreman Laborer in a division that reports to the Director of Public Works. Generally does not supervise others; from time to time, may supervise temporary employees or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs semi-skilled building maintenance and other unskilled and semi skilled tasks that contribute to a healthy, safe, neat and orderly working environment for citizens and employees using Town buildings. Cleans sidewalks. Picks up litter from around buildings and grounds. Removes snow and places salt and sand along walkways and in front of doorways to Town buildings and on Town properties. Opens and closes, locks and unlocks facilities as needed.

Changes light bulbs; sweeps, vacuums, mops, dusts, shampoos, steam cleans, strip, waxes, polishes and buffs floors, carpets, furniture, etc. Washes windows, walls, metal and woodwork. Moves and sets up furniture, pictures, etc. as needed.

Cleans and sanitizes restrooms, replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc. Removes trash and recycling from all office areas and places them street side for collection. Removes trash and recycling from Town properties.

Inspects and maintains assigned custodial equipment and small tools for proper operating condition.

Keeps detailed records of work completed.

DESIRED MINIMUM QUALIFICATIONS

Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Working knowledge of:

- Equipment, materials and supplies used in building and grounds maintenance;
- Equipment and supplies used to do minor repairs.

Ability to:

- Use power and hand tools customarily used in the completion of duties described;;
- Work independently, completing daily activities according to work schedule;
- Lift heavy objects (up to 50 pounds);
- Walk and stand for long periods of time;
- Communicate orally and in writing;
- Use equipment and tools properly and safely;
- Understand and follow written and oral instructions;
- Establish effective working relationships.

The Custodial Maintenance person must have a vehicle and a valid Rhode Island Commercial Driver's License (CDL) or the ability to obtain one within 6 months of hire. Once obtained, the employee must maintain the CDL in good standing as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and to talk and hear.

WORK ENVIRONMENT

The work environment described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

This employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually low to moderate, but occasionally is high.

The employee is expected to observe all necessary workplace safety rules, and wear protective clothing and take other safety precautions as necessary regardless of weather conditions or personal comfort.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job related tests may be required.

The duties listed above 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 the work is similar, related or a logical assignment to the position.

The 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 change.