

**Job Description: Non-Union Position
Town of Pembroke, Massachusetts**

Position Title

Custodian, Library and COA

Responsibilities:

- Operates vacuum cleaners, buffers, snow blowers, lawn mowers, spraying equipment, electric drills, and all other custodial equipment
 - May be required to wear protective clothing and mask
 - Operates automobile and light recreational trucks
- Makes frequent contact with town officials and personnel, and the general public
 - Most contacts are in person and involve scheduled cleaning and maintenance activities
- Executes all work orders requested by the Department Heads
- Cleans and disinfects rooms, furniture, washrooms, and toilets
- Polishes furniture, floors and metal work
- Vacuums and cleans rugs
- Washes walls, woodwork, windows, and air vents
- Performs minor carpentry, plumbing and electrical duties in conformance with town policies and permitting if needed
- Operates thermostat and safety controls
- Moves and sets up furniture and equipment
- Collects and dispose of refuse daily
- Performs handyman work including painting and minor repairs to furniture, buildings and equipment
- Inspects lighting and replaces as necessary
- Maintains lists of supplies, tools and equipment needed and notifies supervisor
- Orders supplies and equipment, according to town policies
- Notifies supervisor of equipment and facilities needing repair
- Maintains all grounds connected with the building
- Snow removal and treatment of all walkways and access areas
- Responsible for the opening and locking up of Library and Council on Aging
- Works on special assignments; performs similar or related work as required or as situation dictates
- Performs other tasks as required by the Department Heads, or their designees, such as: moving furniture and equipment and transporting items between buildings and from outside sources
- Operates equipment related to maintenance and repair work of buildings
- Daily check of building log book

Job Environment:

- Work is performed indoors and outdoors
 - Inside work involves exposure to unpleasant conditions such as dust, dirt, fumes, and chemicals
 - Outside work is performed under varying environmental conditions

- Incumbent may be exposed to inclement and disagreeable weather conditions such as extreme heat, cold, rain, snow or sun

Supervision:

Works independently under the general supervision of the Department Heads

Essential Functions:

- Semiskilled manual and supervisory work relating to the care, cleaning and maintenance of a public building or buildings, related equipment and surround grounds and all related work as required
- Performs custodial functions requiring a considerable amount of responsibility and judgment
- Exercises independent judgment to execute work tasks within a reasonable time period and in responding to custodial and maintenance duties

Recommended Minimum Qualifications:

Education and Experience

- High school degree
- Two years' experience in a progressively responsible custodial/maintenance position
- OR any equivalent combination of education and experience
- Knowledge of all equipment – errors could result in damage to buildings and equipment, create hazards to safety, cause monetary loss, and cause some embarrassment to the municipality

Special Requirements

- Class D Massachusetts driver's license
- All COA employees must be CORI'd every two years

Knowledge, Ability and Skill:

Knowledge:

- General knowledge of cleaning materials and methods
- Knowledge of safety procedures for storage, usage, handling and disposal of potentially hazardous waste and cleaning materials
- Thorough working knowledge of maintenance techniques and procedures related to building grounds maintenance and care

Ability:

- Independently work on assigned tasks with little or no supervision
- Perform general record keeping work

Skill:

- Interpersonal and communication skills are required
- Basic skills in performing preventative maintenance work on buildings, grounds and equipment
- Skill in use of all equipment

Physical Requirements:

- Moderate physical effort to perform functions
- Extensive walking, reaching, standing, stooping and climbing
- Frequently required to lift, move, and/or push furniture and equipment weighing 100 pounds or more
- Physical agility to access all areas to be cleaned and maintained

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 change.