

Town of Allenstown Job Description Custodian

General Position Description: Performs routine buildings and grounds custodial cleaning and maintenance work in assigned departments; performs emergency minor equipment and facilities repair work when necessary.

Hiring Authority: The Custodian is hired by the Select Board, and may be removed by the select board.

Accountability: Works under the general supervision of the Town Administrator.

Equipment Used: Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, common building construction tools.

Environment: Inside: 80% Outside: 20%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Changes light bulbs and fluorescent tubes.
2. Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
3. Dumps trash cans and garbage and relines cans with liners.
4. Cleans and sanitizes restrooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, counters, tables, walls, fixtures, blinds, light fixtures, etc.
5. Washes windows, walls, metal and woodwork.
6. Cleans rain gutters; sweeps roofs and sidewalks.
7. Picks up litter from around buildings and grounds.
8. Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
9. Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
10. Opens and closes, locks and unlocks facilities as needed.
11. Keeps records of work completed.
12. Maintains current skills and knowledge in the proper and safe techniques of building maintenance.
13. Moves and sets up furniture, pictures, etc. as needed and assigned.

Support: Support the Town Administrator.

Financial Data: None.

Computer Operation: Computer skills, to include without limitation, Word, Outlook software.

Controls and Equipment: Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment.

Other Functions: A high degree of independent decision making is required with minimal supervision. Excellent communication skills to include verbal, written and telephone.

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing Necessary for receiving reports and instructions.
- Sight: Necessary for doing job effectively and correctly.
- Taste & Smell: May be needed to detect fuel leaks, smoke, intoxicated individuals, etc.
- Must demonstrate the ability to speak, read, write, and understand English sufficiently to execute job requirements.
- Must be able to maintain the mental alertness, deductive, and inductive reasoning, memory and reliable judgment necessary to perform all essential functions without posing a direct threat to yourself or others.

Physical Requirements

Primary Requirements: The nature of the position required employee to be in, and maintain sound physical conditioning in accordance to be able to perform the job functions.

- Must possess motor power, dynamic strength, range of motion, neuromuscular coordination, stamina, gross body coordination, and dexterity adequate to perform essential functions under all required, routine duties.
- Must be able to perform physically demanding work in hot and humid (up to 100% humidity).

LIFT up to 10 lbs: Frequently required.
 LIFT 11 to 25 lbs: Occasionally required.
 LIFT 26 to 50 lbs: Occasionally required. Assistance may be available.
 LIFT over 50 lbs: Rarely required. Assistance may be available.

CARRY up to 10 lbs: Occasionally required.
 CARRY 11 to 25 lbs: Occasionally required.
 CARRY 26 to 50 lbs: Occasionally required.
 CARRY over 50 lbs: Rarely required.

REACH above shoulder height: Occasionally required.
 REACH at shoulder height: Frequently required.
 REACH below shoulder height: Occasionally required.

PUSH/PULL: Occasionally required.

Specific Vocational Preparation Requirement(s):

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| _____ | 1. | Short demonstration only. |
| <u>XXX</u> | 2. | Any beyond short demonstration up to and including 30 days. |
| _____ | 3. | 30 to 90 days. |
| _____ | 4. | 91 to 180 days. |
| _____ | 5. | 181 days to 1 year. |
| _____ | 6. | 1 to 2 years. |
| _____ | 7. | 2 to 4 years. |
| _____ | 8. | 4 to 10 years. |
| _____ | 9. | Over 10 years. |

Other Considerations:

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| Twisting: | Occasionally required. |
| Bending: | Occasionally required. |
| Crawling: | Rarely required. |
| Squatting: | Rarely required. |
| Kneeling: | Rarely required. |
| Crouching: | Rarely required. |
| Climbing: | Rarely required. |
| Balancing: | Not required. |

Hand Manipulation:

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| Grasping: | constantly required. |
| Handling: | constantly required. |
| Fingering: | frequently required. |

Work Surfaces:

- Office area includes Standard office desk and chair; rough, wet, slippery terrain; concrete, asphalt, carpeted surfaces.
- Must be able to work (including walking, standing, pulling, and pushing) in wet, icy, or muddy areas.
- Must be able to perform a variety of tasks on slippery, hazardous surfaces, such as on icy pavement, wet grass, wet floors, or leaves, and so forth.

Summary of Occupational Exposures:

- Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)
- May face exposure to infectious agents, such as Hepatitis B or HIV.
- Occasionally exposed to wet and/or humid conditions.
- Occasionally exposed to 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 quiet during indoor night shift operations.

Other Training, Skills and Experience Requirements:

- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- High school diploma or G.E.D.
- Must possess and maintain a valid US state or local government driver's license.

Other Requirements:

- Working knowledge of equipment and supplies used to do minor repairs.
- Some knowledge of first aid and applicable safety precautions.
- Ability to work independently and to complete daily activities according to work schedule;
- Background investigation (no conviction for any crime involving turpitude).
- You will be required to provide proof of U.S. Citizenship.
- Must comply with Drug Abuse Testing Program requirements.
- May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allentown.

Schedule:

Days, evenings and weekends however the schedule is flexible to the degree necessary to perform custodian tasks and maintenance tasks.

Date of Creation: February 20, 2014

Revised Date:

Created by: Shaun Mulholland, Town Administrator

Revised by: