

**TOWN OF WHATELY
POSITION DESCRIPTION**

Position Title: Town Buildings Custodian
Department: Highway
Reports to: Highway & Buildings Superintendent
Exempt/Non-exempt Status: Exempt

Grade Classification
Position Description Approved:
Position Description Revised:

Position Summary:

Responsible for the regular maintenance and upkeep of all town owned buildings under the direction and control of the Selectboard (Town Offices, Town Hall, Center School) and other town owned buildings as assigned. The ability to work a flexible schedule is required.

Supervision Received:

Works under the direction of the Highway & Buildings Superintendent

Supervision Exercised:

None.

Essential Duties and Responsibilities:

The Custodian shall be responsible for the following tasks:

Wash floors, bathrooms, and windows, vacuum and/or sweep floors and carpets, dust, empty office trash and recycling containers and deliver to the transfer station, at the discretion of the Highway & Buildings Superintendent.

Make minor routine repairs to the buildings, set-up and break-down rooms for meetings, and move furniture, equipment and other materials as requested.

Shall be responsible for seasonal maintenance involving storm windows and screens.

Shall be responsible for shoveling snow from porches and walkways and sweeping walkways.

Shall be responsible for purchasing and maintaining an adequate supply of materials (cleaning, lighting, bathroom, etc.) and maintenance supplies.

Shall respond to assist with building emergencies (e.g. flooding, no heat, etc.) on a 24/7 basis.

Other tasks as assigned

Desired Minimum Qualifications:

Education and Experience:

High School Education or GED; some experience in custodial work helpful.

Special Requirements:

Massachusetts Class D Drivers License

Necessary Knowledge, Skills and Abilities:

Working knowledge of custodial equipment. Ability to work safely and in accordance with department policies. Must be able to comprehend and carry out verbal and written instructions appropriate to custodial activities. Skill in operation of listed tools and equipment.

Tools and Equipment Used:

The position requires the use of power and hand tools including but not limited to: vacuum cleaner, shovels, rakes, and hand carpentry tools such as hammers, screwdrivers, wrenches, etc.

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 position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, reach, twist, squat, kneel, throw, push and pull. The employee must be able to speak and hear. The employee is frequently required to use hands to finger, grasp, handle or operate objects, tools or controls.

The position may require above average physical strength to perform duties. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be able to use and wear personal protective equipment and clothing such as hearing, eye, foot and hand protection.

Frequent strenuous and sometimes continuous effort is required to perform duties with exposure to snow and heat.

Work Environment:

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

Work is both indoors and outdoors. Working conditions at times may be uncomfortable involving noise, dirt, dust, fumes and extreme temperatures. The position is performed under various weather conditions including snow and heat. The position requires exposure to continuous/intermittent loud or high noise levels.

Work Schedule:

The work schedule is regularly six (6) hours per week. Some work may be done on an as needed basis, with more hours worked one week and less hours another to respond to the varying needs of the buildings (e.g. more work may be needed at the Town Hall after periods of heavy usage).

Selection Guidelines:

The successful candidate will be chosen by the Selectboard through the hiring procedures set forth in the town's Personnel Policies and Procedures Manual.

Updated 03.13.19

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Town Buildings Custodian

Summary:

The duties listed above are intended only as illustrations 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 position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.