

City of Claremont, New Hampshire

Position Description

Position Title:	Custodian – PT	Union/Merit:	Merit
Reports to:	Office Manager/Director	Grade Level-Points:	Part Time
Department:	DPW	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

This work involves the performance of routine and diversified duties in connection with custodial cleaning and repairs to maintenance of city hall buildings and grounds. An incumbent is expected to have knowledge and minor skills in: plumbing, electrical, carpentry and painting and custodial cleaning. Skills in janitorial services is a must. An incumbent is expected to carry out a full set of maintenance duties and may be required to work during adverse weather and indoor environment conditions. May be required to work under adverse conditions such as sleet, snow, heat, cold, dust and dirt. Responds to emergency situations i.e., power failure, plumbing, heating, or vandalism problems. The work performed is subject to review through observation, reports and the results achieved.

The work consists of a full range of custodial and general building maintenance duties, involving cleaning, securing and making minor repairs to an assigned building according to standardized schedules and established work routines. The employee applies generalized work instructions of the supervisor, checklists, schedules and customary cleaning and maintenance practices to decide what must be done, when, and the methods to use.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Sweeps, vacuums, mops, waxes, strips and polishes floors, dusts and polishes furniture, woodwork, fixtures and equipment.
2. Performs janitorial services on a daily basis to include cleaning toilets, urinals, sinks, floors, vacuuming floors, carpets, stairways, windows, doors, offices, heating registers, and other areas of the facilities.
3. Washes windows and walls, cleans desks and countertops, empties and cleans waste receptacles.
4. Runs errands as needed picking up or delivering supplies.
5. Cleans and maintains supplies in restrooms.
6. Independently performs a wide range of building and grounds repairs and maintenance functions, calling for physical exertion frequently.
7. Moves and arranges furniture and equipment and sets up rooms for special meetings.

Page 1 of 6

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.

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City of Claremont, New Hampshire Position Description

8. Replaces lights and adjusts shades and blinds. Repairs windows, doors, door frames and locks.
9. Regulates ventilation and temperature.
10. Cleans air vents as required.
11. Cleans snow and debris from sidewalks; mows and rakes grass; rakes leaves, sweeps walks, trim shrubs as well as picks up papers and other debris.
12. Performs security of grounds and building when needed.
13. May be required to respond to after-hours emergency conditions.
14. Assists with building security for outside events.
15. Makes minor carpentry, mechanical and plumbing repairs.
16. Performs touch up and finish painting.
17. Picks up and delivers supplies and materials to various offices.
18. Follows all applicable safety rules and procedures
19. Assists staff in moving and lifting furniture, and equipment.
20. Assembles furniture and equipment.
21. Maintains familiarity with and executes safe work procedures associated with assigned work.
22. Performs other related duties as assigned.

Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

Desired Minimum Qualifications

Education and Experience:

Page 2 of 6

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City of Claremont, New Hampshire Position Description

High School education demonstrating ability to read simple instructions and one(1) year of maintenance, custodial or similar work and physical ability to perform the work; *OR* any combination of training and experience that will yield the necessary knowledge, skills and ability for the position.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Methods, materials and equipment used in custodial work.
- Safe work practices.
- Building cleaning and maintenance work.
- Tools, procedures, technical skills and safety rules used in the maintenance and repair of buildings, building equipment, and related equipment.
- Techniques of effective time management.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Lift and carry objects weighing from twenty-five to fifty pounds
- Inspect equipment and diagnose mechanical defects.
- Work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Work independently and as part of a team.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Work a flexible schedule including evening and weekend hours on occasion.
- Establish and maintain effective working relationships with others.
- Demonstrated ability to communicate both orally and in writing.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Performing all physical aspects of assigned duties.
- Using a variety of custodial equipment and materials.
- Understanding and carrying out oral and written directions.
- Working independently.
- Using tact, discretion, initiative and independent judgment within established guidelines.

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City of Claremont, New Hampshire Position Description

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

Supervision Received

The incumbent works under the supervision of the Maintenance Supervisor.

Supervision Exercised

None

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain a valid motor vehicle operator's license.
Must maintain any required approvals and designations as required.

Tools & Equipment Used

Small tools, snow blower, floor stripping equipment, vacuum, various hand tools, ladder and other cleaning/maintenance equipment.

Typical Work Surface(s): Table, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Small tools, snow blower, floor stripping equipment, vacuum, various hand tools, ladder and other cleaning/maintenance equipment.

Typical Work Environment: Inside: 80% Outside: 20%

Summary of Occupational Exposures: The incumbent may be occasionally exposed to copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic and wild animals and all New England weather conditions.

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The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Rarely required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

OTHER PHYSICAL CONSIDERATIONS

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour day, the Employee is Typically Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

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Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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