

City of Claremont, New Hampshire Position Description

Position Title:	Custodian	Union/Merit:	AFSCME - Clerical
Reports to:	Library Director	Grade Level-Points:	Part Time
Department:	Library	Revised/Updated:	04/10/05
FLSA Status:	Non-Exempt		

Job Summary

Performs general cleaning and maintenance of the library building, adjacent walks and grounds; receives supplies; is responsible for maintaining operational and working equipment in clean, orderly, and functional condition. 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.

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. Cleans rooms, hallways, restrooms, offices, stairways, front and back porches, sidewalks, and windows.
2. Uses brooms, mops, and vacuum cleaners to sweep, mop and vacuum.
3. Dusts furniture and equipment.
4. Washes walls, ceilings, woodwork, windows, doors and sills.
5. Makes minor carpentry, mechanical and plumbing repairs.
6. Performs touch up and finish painting.
7. Empties wastebaskets, placing trash in outside container daily from all areas of the library; replenishes restroom supplies, replaces light bulbs.
8. Sets up and tears down chairs, tables and equipment for library meeting room; responsible for storing tables, donated books, and other items for Friends sale at the Claremont Conference Center.
9. Clears snow from entrances and walkways
10. Picks up and delivers supplies and materials to cataloging office
11. Maintains inventory of cleaning supplies, and equipment and notifies City librarian when to replace.
12. Follows all applicable safety rules and procedures

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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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13. Performs errands out of building, such as pick-ups and deliveries.
14. Regularly inspects building, facilities, and equipment and reports problems to the City librarian.
15. Transports book sale donations to the dumpster or Claremont Conference Center storage room.
Scheduled to work day of Friends Book and Bake sale to assist Friends.
16. Assists staff in moving and lifting library furniture, and equipment.
17. Assembles furniture and equipment.
18. Maintains familiarity with and executes safe work procedures associated with assigned work.
19. Performs other related duties as assigned.

Peripheral Duties

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

Desired Minimum Qualifications

Education and Experience:

High school degree or equivalent with the skills and knowledge generally acquired with graduation from high school and two years experience in building cleaning and maintenance work, *OR*; any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Building cleaning and maintenance work
- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Lift and carry objects weighing from twenty-five to fifty pounds
- Work occasionally in poor weather conditions, including heat, cold, rain, or snow.

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- 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.
- 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:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- 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

Reports to the City Librarian and takes direction from the various staff members.

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.

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Tools & Equipment Used

Shovel, broom, vacuum, various small tools, ladder and other cleaning/maintenance equipment.

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

Typical Controls & Equipment: Shovel, broom, vacuum, various small tools, ladder and other cleaning/maintenance equipment.

Typical Work Environment: Inside: 75% Outside: 25%

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.

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

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

LIFT 26 to 50 lbs.: Frequently required

LIFT over 50 lbs.: Frequently required

CARRY up to 10 lbs.: Frequently required

CARRY 11 to 25 lbs.: Frequently required

CARRY 26 to 50 lbs.: Frequently required

CARRY over 50 lbs.: Frequently required

REACH above shoulder height: Frequently required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently required

Bending: Frequently required

Crawling: Occasionally required

Squatting: Frequently required

Kneeling: Frequently required

Crouching: Frequently required

Climbing: Occasionally required

Balancing: Occasionally required

Grasping: Frequently required

Handling: Frequently required

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<u>REACH at shoulder height:</u>	Frequently required	<u>Torquing:</u>	Frequently required
<u>REACH below shoulder height:</u>	Frequently required	<u>Fingering:</u>	Occasionally required
<u>PUSH/PULL:</u>	Frequently required		

DURING AN 8-HOUR DAY, 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

Cognitive and Sensory Requirements:

<u>Talking:</u>	Not required for communicating with others.
<u>Hearing:</u>	Not required 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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