

City of Claremont, New Hampshire Position Description

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|-------------------------|-----------------------------------|----------------------------|-------------------|
| Position Titled: | Janitor (Part Time 28 hrs) | FLSA Status: | Non-Exempt |
| Reports to: | Director of Parks & Recreation | Union/Merit: | Merit |
| Department: | Parks & Recreation | Grade Level-Points: | 2 - 200 |
| | | Revised/Updated: | 11/26/2012 |

Job Summary

Performs responsible semi skilled and skilled work in the care, cleaning and minor maintenance of the Community Center. Work is performed independently and supervised.

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)

Cleaning and maintaining the Community Center building and performing grounds maintenance. The essential job functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Cleans and sanitizes facility rooms, courts, hallways, bathrooms, sinks, toilets, fitness equipment, kitchen, storage areas, stairwells and the like.
- Opens and closes facility.
- Performs minor building maintenance activities such as floor cleaning, floor sealing, scrubbing, vacuuming, sweeping, mopping, plumbing, carpentry, mechanical and other semiskilled trades.
- Completes and maintains records; maintains inventory of supplies and orders replenishments as required.
- Moves large and bulky items.
- Assist with maintaining proper pool chemistry
- Gathers and disposes of refuse, litter and trash.
- Helps set up building and rooms for activities and special events.
- Inspects and maintains assigned equipment and tools
- Assist with snow removal and ice control.
- Performs related tasks as required.

Peripheral Duties

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

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Desired Minimum Qualifications

Education and Experience: Any combination of education and experience equivalent to graduation from high school, and work experience in building maintenance or other related field.

Necessary Knowledge, Skills and Abilities:

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to read and write; physical ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with other employees.

Supervision Received

Work is performed under general supervision of the Facility Coordinator and/or AM/PM Weekend Facility Leader. Reports directly to the Director of Parks & Recreation or Superintendent of Facilities and Parks when applicable. The incumbent uses a moderate amount of independent judgment in making decisions related to the cleanliness and maintenance of the building. Work is reviewed through observation, staff meetings and reports of department activities.

Supervision Exercised

Custodian does not directly supervise other employees. Incumbent does work collaboratively with other receptionist staff, other maintenance staff, lifeguard staff and other facility instructors and volunteers.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The Maintainer has a wide range of personal contacts that include the public users of the facility, other community center staff and volunteer workers.

Licensing & Certification

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

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Brooms, mops, floor machines, sweepers, shovels, tractors, mowers, weed trimmers, cleaning tools and supplies, personal computer including Microsoft Office software, motor vehicle, telephone, computer keyboards, calculator, copy machine, fax machine, sports and fitness equipment etc.

Typical Work Surface(s): Concrete, carpet, tile, rubber flooring, asphalt, steel, wood, water and court surfaces.

Typical Controls & Equipment: Brooms, mops, floor machines, sweepers, shovels, tractors, mowers, weed trimmers, cleaning tools and supplies, Calculator, computer, printers, telephone, computer and keyboard, computer mouse, copy machine, fax machine.

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

Summary of Occupational Exposures and Physical Requirements: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken word levels; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, operation of machines, and observing general surroundings and activities; the maintainer is subject to inside and outside environmental conditions, noise, vibration, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Physical Activity Requirements

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Primary Physical Requirements

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|----------------------------|---------------------|
| <u>LIFT up to 10 lbs.:</u> | Frequently required |
| <u>LIFT 11 to 25 lbs.:</u> | Frequently required |
| <u>LIFT 26 to 50 lbs.:</u> | Rarely required |
| <u>LIFT over 50 lbs.:</u> | Not 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

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|-------------------|-----------------------|
| <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, Employee is Typically Required To:

| | Consecutive Hours | Total Hours |
|-------|-------------------|-----------------|
| 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:

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| <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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