

# City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	Maintenance/Custodian–PT CSBCC	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Superintendent of Parks & Facilities	<b>Union/Merit:</b>	AFSCME Clerical Union
<b>Department:</b>	<b>CSBCC</b>	<b>Grade Level-Points:</b>	Part Time
		<b>Revised/Updated:</b>	06/24/2019

## Job Summary

This work involves the performance of routine and diversified duties in connection with custodial cleaning and repairs to maintenance of CSBCC building and grounds. An incumbent is expected to have knowledge and minor skills in: plumbing, electrical, carpentry and painting and custodial cleaning. Skills in maintenance and repair of facility and fitness equipment. 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. Assist with the preparation of facilities for scheduled programs to include assisting with floor layouts and setting up partitions, chairs, stage, etc. as needed. Returns equipment and materials to storage and cleans up at the close of programs/events.
2. Assist with the performance of building maintenance and repair functions. Work includes general custodial activities as well as some carpentry, painting, plumbing, etc. Coordinate work by outside contractors, consultants, or service providers as needed.
3. Cleans and sanitizes facility rooms, courts, hallways, bathrooms, locker rooms, fitness rooms stairwells and other like areas within the facility.
4. Assist with the maintenance of surrounding grounds. Work includes snow and ice removal, mowing, trimming, sweeping and cleaning entry way and maintenance of all exterior facilities.

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 use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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5. Assists with routine and specialized swimming pool maintenance and aquatic environments. Maintain sanitary, safe locker rooms and changing areas. Assists and effectively and efficiently cleans, sanitizes and maintains swimming pool including decks and swimming pool equipment.
6. Performs preventative maintenance and minor repairs to sports equipment, treadmills, weight machines and other fitness equipment. Executes annual, monthly and weekly maintenance schedules as it pertains to fitness center and group fitness equipment.
7. Collaborate with the Superintendent of Parks and Facilities in coordinating with external service companies for warranty and maintenance contracts.
8. Performs weekly, monthly, and quarterly safety checks throughout the facility to ensure a safe and clean environment.
9. Cleans and maintains supplies in restrooms.
10. Moves and arranges furniture and equipment and sets up rooms for special meetings.
11. Replaces lights and adjusts shades and blinds. Repairs windows, doors, door frames and locks.
12. Cleans air vents as required.
13. 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.
14. Performs security of grounds and building when needed.
15. May be required to respond to after-hours emergency conditions.
16. Assists with building security for outside events.
17. Makes minor carpentry, mechanical and plumbing repairs.
18. Performs touch up and finish painting.
19. Picks up and delivers supplies and materials to various offices.

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20. Follows all applicable safety rules and procedures
21. Assists staff in moving and lifting furniture, and equipment.
22. Assembles furniture and equipment.
23. Maintains familiarity with and executes safe work procedures associated with assigned work.
24. 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 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

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- 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.
- 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.

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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.

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

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

#### OTHER PHYSICAL CONSIDERATIONS

<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Occasionally required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Rarely required	<u>Squatting:</u>	Occasionally required
		<u>Kneeling:</u>	Occasionally required
<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Grasping:</u>	Frequently required

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

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**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

**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 &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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