



## JOB DESCRIPTION

<b>Position Title:</b>	<i>Custodian</i>	<b>Salary/Step/Grade:</b>	<i>PT \$22.71/hour</i>
<b>Department:</b>	<i>Police Department</i>	<b>FLSA Status:</b>	<i>Non-Exempt, SAP</i>
<b>Reports to:</b>	<i>Facilities Manager</i>		

This position is primarily responsible to ensure that occupants of the Maynard Police Department have a safe, attractive, comfortable, clean and efficient place to work. Under the general supervision of the Facilities Manager or designee, performs a variety of tasks involving general care of the facilities and grounds; the work involves cleaning, repair, and maintenance.

### ESSENTIAL FUNCTIONS

*(The essential functions or duties listed below are intended only as an overview and illustrations of the various types of work that may be performed. Each position has an accompanying department-specific tasks list. 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.)*

- Sweeps, mops, and waxes resilient and non-resilient flooring.
- Vacuums and cleans carpets.
- Dusts and polishes furniture, woodwork, and metal work.
- Empties and cleans waste recycling receptacles.
- Cleans mirrors and glass in windows, doors, and display cases.
- Cleans and disinfects surfaces and fixtures in restrooms, kitchens and defrosts refrigerators.
- Monitors quantities of materials and supplies used and replenishes them or orders as needed.
- Completes routine records such as work orders.
- Sets up tables, chairs and other equipment for meetings as requested.
- Performs minor building maintenance including but not limited to painting, hanging items, and other aesthetic improvements.
- Maintains and performs minor repairs and adjustments to assigned equipment.
- Operates clothes washer and dryer to launder cleaning rags and holding cell blankets.
- Demonstrates proper cleaning procedures and techniques to other employees as assigned.
- Maintains simple records and performs minor computer tasks.
- Routinely washes, waxes and cleans the cruisers.
- Work above the ground on ladders or platforms.
- Use of hazardous chemicals common to custodial work.
- Read, understand and follow Material Safety Data Sheets and other related documents.
- Performs vacation and temporary relief in other Town Buildings as necessary.
- Must be able to work independently, possess strong problem-solving abilities and be detailed oriented.
- Performs related work as required by the Police Chief.

### *Work Environment:*

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

While performing the duties of this job, the employee may frequently work with toxic or caustic chemicals, cleaning products and sprays. The employee may also work in garage conditions and is can be exposed to fumes or airborne particles. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is of normal office levels and may occasionally become louder.

***Physical Demands:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50 pounds such as furniture, cleaning equipment and chemical containers, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet and noisy environments.

**SUPERVISION**

***Scope and Judgment:***

Performs varied duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks. Employee is called upon to handle a fair amount of details, requiring employee to approach workload with flexibility.

***Supervision Received:***

Works under the general supervision of the Facilities Manager and in accordance with applicable state and local laws and regulations.

***Supervision Given:***

None.

**QUALIFICATIONS**

***Education, Training, Experience:***

High School graduate, experience in custodial, grounds, maintenance or related field preferred; experience in a municipal setting and in dealing with the public strongly preferred.

***Knowledge, Ability and Skill:***

*Knowledge:* Must possess a thorough knowledge of industrial cleaning equipment, materials and procedures related to maintaining a variety of site facilities and grounds work. Basic knowledge of computers and software including Microsoft Office and Email.

*Ability:* Ability to tactfully deal with all building occupants. Ability to work independently and interact professionally with other team members. Ability to respect and maintain confidentiality within the police department.

*Skill:* Excellent oral and written communication skills.

***Certifications & Licensure:***

Must hold a valid Driver's License. Must be able to pass CORI and background check.

*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. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change*