



TOWN OF ROCKLAND

Job Description

Position Title:	Custodian	Grade Level:	1
Department	Library/Selectman	Date:	06/24/2021
Reports to:	Library Director/Town Administrator	FLSA Status:	Non-exempt

Statement of Duties:

The custodian performs a wide variety of semi-skilled manual tasks in the cleaning, maintenance, safety, security, and other assigned miscellaneous duties to assure that the building is maintained in a healthy, safe, and sanitary manner.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Perform cleaning, preventative, and corrective maintenance to meet the custodial and operation needs of the building as directed.
- Perform general repair, painting, and maintenance duties, including minor plumbing and carpentry repairs such as fixing doors.
- Utilize small hand and power tools to accomplish tasks.
- Secure the building, unlock/lock, when necessary.
- Operate a variety of cleaning equipment including vacuum cleaners, floor scrubbers and buffers, carpet cleaners, mops, brooms, and other custodial/maintenance equipment.
- Clean and disinfect offices, meeting rooms as well as common areas, replenish restroom supplies, wash walls, baseboards, woodwork, and windows (indoor and outdoor), sweep, scrub, mop, wash buff, polish, refinish and seal floors and stairways, clean wash disinfect drinking fountains, collect, and dispose of trash and recycling.
- Wash walls, doors, hardware, and glass.
- Pick up papers and clean hallways.
- Clean and disinfect restrooms and/or other areas of any hazards such as blood, urine, vomit, or any other type of debris.
- Perform minor maintenance and repairs on equipment or building such as replacing lightbulbs, fixing doors.
- Set-up and breakdown of rooms for programs or meetings.
- Utilize software to order supplies and communicate with vendors.
- Maintain inventory of supplies and cleaning materials and secure them so they are stored in a safe and orderly manner.

- Inspect building for safety, fire, and sanitary hazards.
- Responds as Emergency Personnel due to inclement weather such as snow, rain, or other natural occurrences. Employee must be able to work during non-regularly scheduled weekdays and or on weekends as needed.
- During the fall months, removes leaves and debris.
- During winter months, utilized snow blower and or shovel to remove snow and ice from all walkways and stairs; apply sand and salt to surfaces as needed.
- Report damages, acts of vandalism or potential problems to Administration.
- Create and maintain, in consultation with the Department Head, regular maintenance cycles.
- Perform other special work projects and or other related duties as assigned.

Supervision Required: Works under supervision of the general supervision of the Library Director or designee to whom problems and questions are directed. Also expected to be a self-starter who uses his/her own initiative to complete both routine and detailed tasks.

Supervisory Responsibility: Work does not normally include any supervisory responsibility.

Confidentiality: The employee may have access to confidential information such as department and client records in accordance with the State Public Records Law.

Accountability: Attention to detail is important due to the nature of the type of work performed. Employee is expected to use judgement in selecting the most appropriate procedure or method to apply in a particular situation.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving explanation, discussion of procedures or resolve operating problems. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving issues.

Recommended Minimum Qualifications:

Education and Experience: High School Diploma or equivalent, experience in Microsoft Word and Excel spreadsheets and two (2) years of custodial or maintenance work experience preferably in a library or office setting.

Special Requirements: None.



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Knowledge, Abilities and Skill

Knowledge: Working knowledge of custodial/maintenance equipment and materials essential for safety, comfort, and convenience of the occupants of the building or structure. Basic knowledge of computers including Microsoft Suite and Outlook.

Abilities: Ability to work independently and provide excellent customer service to the public and other department personnel; ability to perform multiple tasks and maintain a clean environment; Ability to perform basic math and operate basic maintenance equipment. Ability to manage multiple tasks in a detailed and organized manner.

Skills: Strong physical, verbal, and inter-personal skills. General building maintenance skills to include proper cleaning techniques are required. Basic skills with cleaning and light repair tools are also needed.

Work Environment: Custodial/Maintenance work is performed under a library, typical office/recreational building conditions and the nature of the work performed will require regularly scheduled days and on occasion evening and weekend hours due to program schedules or inclement weather. The employee maybe exposed to frequently exposed fumes or airborne particles, moving mechanical parts and vibration. The employee is exposed to outside weather conditions.

Physical and Mental Requirements

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.

Physical Demands: Work requires physical strength and involves constant movement including walking, standing, climbing ladder, and stooping. The employee is required to lift objects such as tools, ladders, office equipment, file boxes, water jugs and any other objects typical in custodial work.

Motor Skills: Duties are largely physical rather than mental, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: The employee is required to read documents, emails and or instructions for general understanding.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.