

**TOWN OF POLAND
JOB DESCRIPTION
CUSTODIAN BUILDING AND GROUNDS MAINTENANCE DIRECTOR**

Job Title:	Custodian Bldg. and Grounds Maint. Worker	Classification: Non-Exempt
Department:	Parks and Recreation	Other:
Reports To:	Parks and Recreation Department	Supervisory: YES
Position Type:	Full-time, 40 hours per week (Monday through Friday, occasional weekend day)	

GENERAL SUMMARY: The Custodian Building and Grounds Maintenance Director is responsible for performing general cleaning, and routine maintenance work in the Town Office, Town Hall, Library, Police Substation, Old School House, Camp Connor and the recreational facilities including the skate park, baseball fields and beaches.

ESSENTIAL JOB FUNCTIONS:

- Cleans rest rooms, including washing walls and windows
- Performs light maintenance tasks, such as basic sheet rock repair, minor plumbing, and painting
- Changes light bulbs
- Inspects smoke detectors on a monthly basis
- Collects and removes/dumps trash from buildings and grounds and empties recycling bins
- Performs lawn care duties which includes mowing, weedwacking, raking, leaf blowing
- Performs snow removal and maintenance of walkways, stairs, and ramps
- Sets up chairs and tables in meeting rooms, as requested
- Assembles and removes voting booths and equipment, as necessary
- Maintains an inventory of cleaning and maintenance supplies, and equipment
- Performs spring and fall clean ups
- Maintains regular, predictable and reliable attendance
- Maintains excellent communication and foster a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety in the shop and maintenance shed
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Performs related work as required
- Supervise Cleaning staff
- Inspect properties and document
- Develop a written plan to address any safety and/or repairs
- Coordinate with contractors as needed
- Report any issues to Supervisor

KNOWLEDGE/SKILLS

- Knowledge of recycling and recycling materials
- Knowledge of proper maintenance procedures for tile, carpets, and hardwood flooring
- Knowledge of methods and supplies used in the day to day cleaning and maintenance of buildings
- Excellent customer service skills
- Organizational skills and the ability to act independently

ABILITY TO:

- Operate and use equipment/tools independently with or without supervision
- Understand and follow oral and written instructions
- Communicate professionally and effectively
- Establish and maintain effective working relationships with co-workers and the public
- Attend any required or recommended training
- Record inspections on a computer spreadsheet
- To order supplies as needed

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High School diploma or equivalent

Licenses/Certifications:

- Current valid driver's license with a clean driving record

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Frequent exposure to extreme inclement weather conditions and temperatures. Must be physically able to operate a riding lawnmower and a push mower, as well as various tools for landscaping, custodial responsibilities and snow removal.

Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, frequent lifting of moderately heavy objects up to 50 lbs.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
