

TOWN OF HAMILTON, MA
BUILDING CUSTODIAN

Department	Public Works
Reports to:	Director of Public Works or Asst. DPW Director
Position Status:	Non-Exempt
Weekly Hours:	40
Salary Classification:	Grade 6

Position Summary/Purpose:

The purposes of this position are to inspect, clean and maintain Hamilton Town Hall, the Public Safety Building, Senior Center, and the Recreation Center so as to keep them safe, clean, sanitary, neat in appearance and comfortable for use by occupants and visitors and to prepare rooms and facilities for use. The Building Custodian is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied custodial duties requiring a knowledge of standard operating procedures, reading and following instructions to create and maintain safe, clean, and comfortable buildings, entranceways; incumbent is called upon to handle physical labor.

Supervision Received: Works under the direction of the Director of Public Works Assistant Director of Public Works and consults other Town Departments for daily building needs & requirements following technical standards related to building maintenance procedures and policies.

Supervision Given: None

Essential Job Functions:

(The essential functions or duties listed below 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.)

- Performs routine custodial duties and tasks such as vacuuming rugs, dusting and wet mopping floors and cleaning glass, dusting, windows, mirrors, and blinds; empties trash and recycling containers; fills soap and other dispensers; inspects, sanitizes and cleans restrooms daily
- Performs or manages routine maintenance work such as: strips and waxes floors; performs minor building maintenance tasks at building such as carpentry, painting, and changing light bulbs.
- Plans custodial work so that within reasonable periods on a rotating basis all areas under his/her care receive a thorough cleaning; performs periodic heavy cleaning as

- conditions require such as stripping and buffing floors, shampooing carpets, cleaning windows, etc.; observes, corrects if possible, and reports potential safety hazards
- Removes snow and controls icing conditions at the entrances and adjacent sidewalks during regular work hours and on-call
 - Plows snow and spreads sand and salt on roads, parking lots, etc.
 - Moves furniture, equipment and supplies; sets up and breaks down meeting and function rooms for various activities
 - Secures cleaning supplies, hazardous chemicals and custodial storage areas; secures and/or locks facilities or portions of facilities as appropriate; set alarm systems for security. May perform opening duties.
 - Provides an order list of cleaning and maintenance supplies to the DPW Administration Assistant; obtains and maintains hazardous materials data sheets on relevant supplies under the direction of his/her supervisor
 - Minor maintenance to the building HVAC systems, i.e. filter replacement, cleaning drip pans etc.
 - Assists with preparing, maintaining and performing job site and work safety practices.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue training; keeping current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.
- Required on-call winter with optional off-winter hours paid by stipend

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED, custodial experience desired; or any equivalent combination of education, experience and training,

Special Requirements:

Must be able to pass background check to work in a confidential Police Department, a valid Massachusetts State issued CDL B license with airbrake endorsement is a plus

Knowledge, Ability and Skill:

- Knowledge of custodial procedures, supplies and materials;
- Working knowledge of light maintenance services to facilities and/or equipment;
- Knowledge of proper tools and equipment to use for different custodial jobs;
- Knowledge of appropriate safety procedures
- Ability to observe required custodial and maintenance requirements based upon physical conditions;
- Ability to perform all responsibilities in a courteous and competent manner at all times;

- Ability to perform heavy manual labor;
- ability to read and follow safety procedures;
- Ability to work efficiently and effectively with minimal supervision;
- Ability to understand policies and procedures.
- Ability to follow written and oral instructions;
- Aptitude for working with people and maintaining effective working relationships and providing good customer service

Job Environment:

Work is performed in all interior and exterior locations associated with building. Some work must be performed outdoors during the winter for snow and ice control; may come in contact with toxic or caustic chemicals, fumes and work in precarious places; other working conditions include risk of electrical shock; exposure to germs and potentially blood borne pathogens

Requires the operation custodial equipment such as vacuum, buffer, shampooer, striper, etc, tools and cleaning materials, telephone, and hand tools

Contacts are primarily with building occupants, but include occasional contact with the general public to provide directions or respond appropriately to other inquiries and with vendors. Communication is frequently in person or by telephone.

Errors in judgment or omissions could result in rework, injury to employees, personal injury, damage to town facilities and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		X
Work in high, precarious places	X			
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing		X		

Using hands/fingers to handle/feel				X
Climbing stairs or ladder		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
smelling		X		
Bending, pulling, pushing			X	
Other-Driving	X			
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)