



## **Job Description**

Position: Building Custodian  
Primary Location: All Town Buildings  
Employment Status: Full-time, Hourly, Non-Exempt  
Reports To: Facilities Director  
Description Updated On: September 21, 2021

### **Summary/Objective**

The employee is responsible for the overall cleanliness, sanitation, and maintenance of the assigned facilities, buildings, grounds, and equipment. Job duties may be performed at all town buildings, and the employee may be asked to substitute for other custodians as needed. Employee is required to perform all similar or related duties.

### **Essential Functions**

- Performs various custodial duties such as sanitizing, cleaning, making repairs, etc., required to maintain a clean and safe environment. May be responsible for opening/closing buildings.
- Performs routine plumbing, carpentry, mechanical or electrical work as required. Operates hand tools, small power tools, and other equipment necessary in related custodial work and facilities maintenance. Does minor repairs and preventive maintenance work such as repairing doors, furniture, and equipment. Maintains safety code compliance in all aspects of work.
- Sets up/breaks down rooms for various public meetings, functions, and events as necessary.
- Responsible for snow and ice removal and application of salt/sand as needed to ensure that stairs, walkways, parking lots and grounds around Town buildings are clean, clear, and safe for use.
- Cleans and maintains furniture, windows, floors etc. Must sweep, dust, wash floors and windows, clean bathrooms, empty trash, and other related activities.
- Maintains an inventory of cleaning equipment and supplies and orders replacement as necessary within budgetary appropriations. Secures and disposes of any chemical cleaning products in accordance with OSHA standards.
- Collects and disposes of building refuse as well as yard waste.
- Proactively identifies and resolves problems in a timely and efficient manner.
- Works independently, prioritizes tasks, and manages projects simultaneously. Must also be able to work as part of a team.

### **Required Qualifications, Education, and Experience**

High School diploma or equivalent and a minimum of one (1) year prior work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

## **Knowledge, Skills & Abilities**

- Working knowledge of building maintenance products, equipment, techniques, and practices including HVAC, plumbing, electric and masonry construction work. Knowledge of safe work practices in the maintenance of buildings to avoid injury.
- Proficient mechanical and physical skills required to carry out job duties.
- Ability to carry out a variety of work assignments (including those that may present potentially dangerous working conditions) in a detailed, efficient, independent, and safe manner. Must be able to read, interpret and follow oral and written instructions, work requests, and labels on chemical supplies. Ability to properly work with a wide range of building maintenance equipment, tools, and chemicals. Must be able to communicate clearly and effectively with staff and coworkers, management, and visitors.

## **Physical and Mental Job Requirements**

- Duties generally present occupational risks to the employee; personal injuries may occur from the improper use of cleaning and/or building maintenance equipment and related materials, traffic, confined spaces/high places, and exposure to hazardous toxins or fumes and chemicals that could result in loss of time from work. Examples of personal injury include severe muscular strains from working with extremely heavy material for long periods of time, falls from heights in excess of three feet. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hard hats, or boots may be required to carry out job duties in a safe and effective manner.
- Incumbents must be able to perform heavy physical labor associated with facilities maintenance work, which includes lifting, and/or moving up to 50 pounds unassisted. Work requires the exercise of physical strength and effort daily to lift, push, pull, carry, or stack objects such as chairs and tables and building maintenance equipment.
- Position requires the employee to apply hand eye coordination with finger dexterity and motor coordination in order to perform a wide range of unskilled labor activities such as the use of building maintenance and cleaning equipment and to climb a ladder or work in confined spaces. The employee is regularly required to sit, climb, or balance; stoop, kneel, crouch or crawl.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work
  - Communicate and exchange routine/basic information
  - Memorization/concentration
  - Learning/knowledge retention
  - Emotional/behavioral self- regulation
  - Interacting with others

## **Work Environment**

The functions of this role are conducted in various environments ranging from office to field.

The nature of duties may involve the continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease.

## **Hours of Work**

- This role is paid on an hourly basis.
- Typically, full-time employees work 40 hours during a Monday through Friday workweek. However, the individual may be required to work weekend hours ; may be required to work overtime during emergencies, storms, etc.

**AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Hiring Manager \_\_\_\_\_ Date \_\_\_\_\_