



TOWN OF BREWSTER, MA JOB DESCRIPTION

Title: Building Custodian	Classification: Union, SEIU
Department: Maintenance	Grade: 2
Reports to: Maintenance Supervisor	FLSA Status: Non-Exempt
Effective Date: 6-13-2022	

Summary

Position is responsible for the daily cleaning, maintenance and minor repairs of the town hall building and grounds. Employee is required to perform all similar or related duties; all other related work, as directed.

Essential 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.

Cleans, maintains, and performs minor repairs of the town hall building and grounds.

Prepares meeting and conference rooms for evening meetings, moves furniture, and sets up chairs as appropriate, and directs attendees to the proper room for meetings.

Provides for the cleanliness of bathrooms, disinfects toilets, sinks, urinals, mirrors, walls, and floors.

Cleans and maintains offices, dusts, washes walls, vacuums floors and rugs, wash floors in offices, meeting rooms, and public areas.

Maintains wood and linoleum floors, washes, strips, and waxes floors.

Disposes of trash throughout the building and replaces light bulbs when needed.

Makes minor repairs to furniture, building and equipment.

Shovels snow applies salt to walkways to dissolve ice, and otherwise ensures for safe accessibility to the building for the public.

Maintains a list of supplies or replacement parts needed and informs supervisor.

Performs safety check of building to include lights, emergency lights, exit lights, parking lot lights on a weekly basis and informs supervisor of needed repairs.

Secures building and offices at end of work shift.

Required to work in multiple town buildings as assigned.

Performs other similar or related duties as required, or as situation dictates.



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Supervision

Supervision Scope: The work consists of routine or repetitive tasks and/or operations with few variations in well-known or established procedures.

Supervision Received: Works under the direction of the Maintenance Supervisor and in accordance with all applicable Massachusetts General Laws and Town bylaws. Employee refers unusual policy concerns to supervisor.

Supervision Given: None.

Recommended Minimum Qualifications

Education, Training and Experience

Must have a High School diploma or equivalent and one (1) year of experience in the maintenance of buildings; or an equivalent combination of education and experience.

Special Requirements:

Valid Driver's License is required.

Knowledge: Basic knowledge of the operation of building mechanical systems including heating, cooling, alarms and electrical systems. Knowledge of the use of tools, techniques, equipment, and procedures required in the repair and maintenance of municipal buildings and grounds.

Abilities: Ability to adhere to safety precautions and perform duties in a timely manner. Ability to understand and follow oral and written instructions. Ability to work well with others in a crew.

Skills: Skill in performing physically demanding work. Proficient mechanical skills.

Job Environment

- Working conditions involve occasional exposure and presence of unpleasant or irritating elements or a combination of unpleasant elements such as noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may involve general cleaning, occasional work at heights or in confined or cramped quarters, or work around machinery and its moving parts.
- Operates automobile/light truck, computer, telephone, and standard office machines; utilizes hand and power tools.
- Contacts are primarily with co-workers and the public involving general discussion or interpretation of practices or guidelines in order to render service, plan or coordinate work efforts, or resolve problems. Courtesy, tact and diplomacy required when dealing with the public.
- Employee does not have regular access to confidential information of the department, in accordance with the state public records law.
- Errors may result in monetary losses, waste of materials, damage to buildings, equipment or personal injuries, danger to public safety and poor public relations.

Physical Requirements

The physical demands described 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 essential functions.



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Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking most of the work period. Work may require lifting custodial equipment, objects, shoveling snow; up to 60 pounds. Stretches and reaches to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day. Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power or hand tools, cleaning equipment, or climbing a ladder. Visual demands require the employee to read documents and cleaning equipment and chemical 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.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer