**Custodian**

**Position Definition:**

Under the direction of the Director of Public Works, provides maintenance and custodial services for offices, buildings, and equipment. Ensures that Town property is in a good state of repair and that offices are clean. Ensures that all necessary supplies and materials are available and that adequate lighting facilities, electrical, and plumbing facilities are in proper working order. Problems encountered are usually of a simple or routine nature. Work may involve heavy to moderate physical strain.

**Examples of Work:**

* Cleans all offices, halls, public areas, and restrooms on a daily basis.
* Sweep, mop floors, empty waste cans, dust furniture, vacuum rugs, and perform other odd jobs as needed.
* Clean restrooms and public facilities.
* Operates power equipment and cleaning machines.
* May assist with grounds keeping activities such as mowing lawns, trimming shrubbery, watering lawns, removing litter, debris, snow, and ice as needed.
* Report "emergency" situations to immediate supervisor or office director.
* Perform other duties as required.

**Qualifications:**

**Education and Experience:**

* Training or experience in the custodial care of buildings and grounds, minor maintenance of buildings, and the semi-skilled maintenance of building equipment or the equivalent combination of acceptable education and experience.

**Knowledge, Skills and Abilities:**

* Must be physically able to perform duties and be willing to work.
* Ability to understand and carry out oral instructions without close or constant supervision.
* Ability to deal courteously and effectively with the public.
* Must possess a driver's license.