

MUNICIPAL CUSTODIAN

Position Purpose:

The purpose of this position is to perform routine cleaning and maintenance services in the Town Hall, Public Safety Building, Council on Aging and the DPW Office. Performs all other related work as required.

Supervision:

Supervision Scope: Performs routine custodial and building maintenance functions under general supervision and with some independent judgment and initiative required as to methods or procedures.

Supervision Received: Works under the general direction of the Town Administrator referring only unusual cases to supervisor. Receives little daily supervision.

Job Environment:

A majority of work is performed indoors and outdoors under frequently unpleasant conditions with exposure to dust, dirt, cleaning chemical fumes, and weather extremes.

Regularly operates an automobile, hand and power tools and other custodial equipment.

Makes frequent contacts with other town departments and groups and outside contractors. Contacts involve discussing routine information. Contacts are in person, in writing, and by telephone and require discussing routine information.

Has limited access to confidential information.

Errors could result in damage to buildings and equipment, injury to self and others and create hazards to public safety.

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.)

Performs a variety of interior cleaning and maintenance tasks at the Town Hall, Council on Aging, Public Safety Building and DPW Office, such as: emptying trash containers, vacuuming rugs and floors, sweeping, dusting, polishing, moving furniture, cleaning furniture and cleaning and disinfecting bathrooms.

Establishes budget for energy needs, maintenance and repair of the Town Hall and cleaning supplies. Tracks expenses and pays bills. Makes copies of all bills and submits them to the Accountant.

Performs custodial and maintenance services, including: cleaning, grounds work as needed and as

*Paxton, MA
Municipal Custodian*

time permits, basic carpentry, basic plumbing, and basic mechanical work.

Assembles new equipment such as computer desks, shelves, etc as needed.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School education; one year of experience in custodial and/or maintenance work; or any equivalent combination of education and experience.

Special Requirements:

Ability to travel on own from one building to another within Town.

Must be able to pass a CORI and a basic background check.

Knowledge, Ability and Skill:

Knowledge: General knowledge of cleaning materials, methods, and equipment. Knowledge of building maintenance and repair. General knowledge of the operation of heating systems. Basic knowledge of trades including plumbing, electrical, carpentry, etc. helpful. General knowledge of the operations of Town Government helpful.

Ability: Ability to understand and follow verbal and written instructions. Ability to follow instructions and labels on cleaning supplies and equipment. Ability to follow applicable safety precautions.

Skill: Basic skills in performing preventative maintenance on buildings and equipment.

Physical Requirements:

The physical demands described here 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.

Constant moderate physical effort is generally required in performing functions. The majority of the shift is spent standing and/or walking. Required to reach, bend, stoop, crawl, crouch and climb a ladder. Occasionally required to lift, move, and/or push furniture and equipment weighing 60 pounds or more. Accesses all areas of the buildings. Uses hands to operate hand/power tools, and cleaning equipment. Must be able to detect odors. Communicates verbally and in writing.

(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.)

Specific Building List with Current Needed Work

Last updated: 06.07.2023

Subject to Change

Town Hall – 697 Pleasant Street

Public Hours – M-R 9am to 4pm

Cleaning (weekly)

- ☐ Empty trash receptacles from all offices and building and remove to trash can before Wednesday Morning at 7am
- ☐ Clean and sanitize bathrooms
- ☐ Vacuum 1st floor
- ☐ Dust/wipe down surfaces in common area/chair rails
- ☐ Mop 1st floor

Maintenance (as needed)

- ☐ Change lightbulbs
- ☐ Upkeep on working doors/door knobs/door jams
- ☐ Paint/patch
- ☐ Sealing cracks
- ☐ Hanging items on walls
- ☐ Assembling basic furniture
- ☐ Cleanout/organize spaces
- ☐ Tidy up outdoor space/weed as time permits

Cleaning (annual)

- ☐ Clean upstairs floors
- ☐ Clean windows
- ☐ Install air conditioners into windows
- ☐ Clean carpets

Public Safety Building -576 Pleasant Street

Staffed Hours – M-F 7am to 3pm

Cleaning (weekly)

- ☐ Mop hallway (3rd floor police)
- ☐ Clean bathroom/shower (3rd floor police)
- ☐ Vacuum sleeping quarters (3rd floor police)
- ☐ Mop hallway (2nd floor police)
- ☐ Vacuum Offices (2nd floor police)
- ☐ Check cell rooms for trash/cleanliness (2nd floor police)
- ☐ Vacuum/dust (Lobby)
- ☐ Wipe down and clean glass on front entrance (Lobby)
- ☐ Vacuum Report Room (1st floor police)

*Paxton, MA
Municipal Custodian*

- ☐ Mop Floors, including bathrooms (1st floor police)
- ☐ Dust above lockers in lockerroom (1st floor police)
- ☐ Clean/sanitize bathrooms/showers (1st floor police)
- ☐ Vacuum Open Offices (1st floor police)
- ☐ Vacuum (Training Room)
- ☐ Wipes surfaces/clean tables (Training Room)
- ☐ Dust as needed (Training Room)
- ☐ Mop Hallways/stairwells (Fire)
- ☐ Wipe down chair rails and banisters (Fire)
- ☐ Clean & Sanitize bathrooms (Fire)

Maintenance (as needed)

- ☐ Change lightbulbs
- ☐ Upkeep on working doors/door knobs/door jams
- ☐ Paint/patch
- ☐ Sealing cracks
- ☐ Hanging items on walls
- ☐ Assembling basic furniture
- ☐ Cleanout/organize spaces
- ☐ Change batteries faucets and toilets (Police)
- ☐ Light carpentry
- ☐ Change ceiling tiles

Cleaning (annual)

- ☐ Clean windows
- ☐ Clean carpets
- ☐ Waxing floors

Council on Aging – 17 West Street

Staffed Hours – M-F 9am to 2pm

Cleaning (weekly)

- ☐ Empty trash receptacles from all offices and building and remove to trash can before Wednesday Morning at 7am
- ☐ Clean and sanitize bathrooms
- ☐ Vacuum 1st floor
- ☐ Dust/wipe down surfaces in common area/chair rails
- ☐ Vacuum basement
- ☐ Kitchen vacuum and wash floor
- ☐

Maintenance (as needed)

- ☐ Change lightbulbs

*Paxton, MA
Municipal Custodian*

- ☐ Upkeep on working doors/door knobs/door jams
- ☐ Paint/patch
- ☐ Sealing cracks
- ☐ Hanging items on walls
- ☐ Assembling basic furniture
- ☐ Cleanout/organize spaces
- ☐ Tidy up outdoor space/weed as time permits

Cleaning (annual)

- ☐ Clean windows
- ☐ Clean carpets
- ☐ Clean stairwells

Department of Public Works – 107 Holden Road

Cleaning (weekly)

- ☐ Clean & Sanitize bathroom