

# TOWN OF ASHFORD

## CUSTODIAN / MAINTENANCE

### GENERAL DESCRIPTION:

This is a semi-skilled position, possibly involving moderately difficult tasks, for the purpose of light cleaning and maintenance and repair of town facilities, and maintenance of town grounds. This position is in the emergency response category. Personnel will be available to participate in emergency operations which will include snow clearing, water removal, and related weather emergencies.

### SUPERVISION:

Custodian/Maintainer duties are performed under the general supervision of the Director of Public Works and the First Selectman.

### EXAMPLES OF DUTIES:

The following pertain to the light cleaning and maintenance in and around town buildings (Knowlton Memorial Hall, Ashford Town Office Building, Warrenville Post Office, Town Highway Garage, Ashford Senior Center, Ashford Dog Pound).

- Interior building maintenance including supplementing services provided by a private cleaning contractor, washing floors, painting, light woodworking, minor building repairs.
- General outdoor maintenance of town grounds, including, mowing, trimming, sweeping.
- Recognizes and recommends basic preventative maintenance.
- Moves furniture, bleachers, heavy and bulky objects weighing over 50 lbs.
- Performs walkway care and maintenance including minor patching, cleaning, water/snow removal.
- Reports the need for custodial and sanitary supplies to the finance department for ordering. Files MSDS forms for those supplies as required by OSHA.
- Fills out assigned forms and performs all related work as required.

The duties listed above are intended only as illustrations of the various tasks performed by the Custodian/Maintenance Worker. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### KNOWLEDGE, SKILLS AND ABILITIES

- Good understanding of tasks and methods involved in cleaning, preventative maintenance and light repair of buildings.
- Skills and ability to perform cleaning, maintenance and light repair work.
- Skilled in operation and maintenance of power tools.
- Skilled in operation and maintenance of outdoor equipment (mowers, trimmers, sweepers,).
- Able to understand and follow oral instructions.
- Able to establish and maintain effective working relationships with supervisors and fellow employees.

### EDUCATION / SPECIAL REQUIREMENTS:

- High school diploma or equivalent.
- Holder of this position will be required to submit to and successfully pass random drug and alcohol testing.
- Must obtain a Transfer Station Operator's license within six (6) months of employment

### Class A or B CDL License:

- Holder of this position may perform duties of a Maintainer I class after obtaining a Class A or B CDL license.