

# TOWN OF WESTMORELAND, NEW HAMPSHIRE

## JOB DESCRIPTION

### TOWN HALL CUSTODIAN

**JOB DESCRIPTION:** Perform routine custodial and maintenance work in the upkeep of the Town Hall.

**STATUS:** Part Time – Employee follows a written or verbal work schedule and is typically able to work at his/her own pace.

**ACCOUNTABILITY:** Work with the Town Administrator and report to the Board of Selectmen.

#### **DUTIES AND RESPONSIBILITIES:**

1. Perform inside maintenance such as sweeping, vacuuming, mopping, waxing, dusting and polishing.
2. Empty trash receptacles in and around building and transfer to disposal location.
3. Maintain clean and sanitary conditions in restrooms.
4. Maintain cleanliness of window and mirror surfaces.
5. Replenish restroom and kitchen supplies - soap, detergent, paper towels within budgeted amounts.
6. Purchase and maintain an inventory of custodial supplies as needed, within budgeted amounts.
7. Order light bulbs and maintain lighting fixtures.
8. Set up and take down election booths as needed.
9. Perform minor interior building maintenance and repairs.
10. Perform outside maintenance in front of the town hall such as sweeping and removing debris.
11. Clear snow and ice from front of the town hall and town common walkway. Spread sand and salt as needed.
12. Inspect, wash and perform routine maintenance of restrooms and trash receptacles.
13. Set up and take down chairs and/or tables as directed by the Board of Selectmen for meetings.
14. Perform seasonal changeovers, such as putting up and taking down screens and storm windows and putting in and taking out air conditioners.
15. Put up and take down the net in the tennis court annually.
16. Alert Selectmen's Office to problems or suggest improvements.
17. Be available for emergencies or additional work, as required.

18. Work harmoniously with town officials, employees and the general public.

19. Perform other related duties as required.

## **KNOWLEDGE**

1. Knowledge of the methods, materials and equipment used in custodial work and the maintenance of facilities.
2. Knowledge of applicable town policies and procedures.
3. Knowledge of mechanical, electrical and plumbing systems and their operation.
4. Skill in the operation and maintenance of light equipment.
5. Ability to work independently.
6. Ability to take initiative to perform tasks without direct supervision.
7. Ability to operate standard custodial tools and equipment.
8. Ability to detect errors in equipment operations and maintenance.

## **PRIMARY PHYSICAL REQUIREMENTS:**

Work is performed in both indoor and outdoor settings. Work requires physical exertion and lifting or carrying heavy items.

## **WORK ENVIRONMENT:**

Work is performed in a variety of environmental conditions, including outside conditions of heat, cold, rain or snow.