

JOB DESCRIPTION

Town of Hopkinton

FULL-TIME CUSTODIAN

GENERAL SUMMARY:

The Custodian is responsible for building maintenance, which includes general building cleaning, routine minor repairs, and other activities associated with general custodial functions essential to the upkeep of Town buildings. These buildings include the Police Department, Public Works Department, Town Hall, Thayer House, Crandall House and the Crandall Activity Center. The Custodian often works independently and without close continuous supervision.

ESSENTIAL FUNCTIONS:

1. Clean, dust and wipe furniture, sweep, mop, and vacuum floors, clean waste baskets and trash containers, empty and clean ashtrays and cigarette urns, replace light bulbs, refill restroom dispensers; etc.
2. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.;
3. Clean and sanitize restrooms/bathrooms;
4. Wash walls and equipment, use ladders when required during work assignments;
5. Check for unlocked doors and windows;
6. Perform weather-related activities such as removing snow or debris from sidewalks, driveways, walkways and stairs;
7. Move furniture, equipment, supplies and tools on an incidental basis;
8. Wash interior and exterior windows, clean blinds, rags and dust mops;
9. Address questions for paper goods and restock, as needed;
10. Note any major defects and report such defects to the DPW Director;
11. Vacuum carpeted areas in all office spaces, dust furniture, wax tile floors, etc.;
12. Remove snow and slush around building entrances, apply salt/ice melt to walks and entrances, as warranted;

13. Address periodic, special requests for particular cleaning; and
14. Perform other duties, as assigned.

QUALIFICATIONS:

1. Must possess a high school diploma or have obtained a GED issued by a state Department of Education at the time of application;
2. Must have a valid operator's license; and
3. Must possess the ability to work independently, efficiently, and communicate with the public, support personnel and Town staff.

WORKING CONDITIONS:

1. Must possess the physical ability to walk, stand, bend, stoop, kneel, and stretch for long periods of time, and to exert pressure with arms and legs when cleaning surfaces;
2. Must use various pieces of cleaning equipment and possess the ability to transport and maneuver such equipment;
3. Must be able to push, pull, and lift up to twenty-five (25) pounds;
4. Must be able to climb a ladder and be comfortable working at heights up to six (6) feet;
5. Must be able to perform work during all types of weather conditions;
6. Must possess excellent verbal communication skills;
7. Must be able to work independently without continuous, close supervision;
8. Must be able to follow safety rules and work in a safe environment;
9. Must be able to work cooperatively with employees and the general public; and
10. Must be able to pass a pre-employment physical examination and drug and alcohol screens, along with periodic drug and alcohol screens throughout the course of employment.

WAGES, HOURS, AND BENEFITS:

This is a full-time union position, with wages and working conditions enumerated in the collective bargaining agreement between the Town of Hopkinton and the Rhode Island Laborers' District Council, LIUNA, Local Union 808.

June, 2013