



Job Title	Custodian
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position performs a variety of custodial and maintenance duties of a daily routine nature at assigned public municipal buildings and adjacent grounds in the Town of Needham.

Supervision

Received	Building Maintenance Supervisor
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Clean assigned area, using designated cleaning products, hand tools, and electrically operated buffers, strippers, waxers, vacuum cleaners, and shampooers as directed and instructed by the Senior Custodian, Building Maintenance Supervisor, Assistant Director of Building Maintenance, or Director of Building Maintenance. Perform scheduled duties such as sweeping of floors and stairways; washing, waxing, and polishing; cleaning and dusting furniture; polishing conference tables and countertops; emptying waste containers; and cleaning restrooms.
- Sanitize assigned area, remove trash, clean entrances, stairs, ramps, lawns, and sidewalks adjacent to the building; care for lawns and shrubs immediately adjacent to the building; and clear snow and ice from sidewalks, stairs, and entrance ramps.
- Perform routine building maintenance activities such as checking boilers and burners, oiling fuel pumps, taking and reporting oil tank readings, cleaning oil strainers, changing unit ventilator filters, replacing light bulbs, restock restroom supplies, clearing snow and ice from stairs, entrances, and walkways, and other duties as determined by the supervisor.
- Coordinate custodial and routine maintenance services with the Senior Custodian, Building Maintenance Supervisor, Assistant Director of Building Maintenance, or Director of Building Maintenance. Participate in reviewing custodial and general maintenance issues and requests, prioritizing responses, determining needs, and requisitioning trades staff services. May attend related administrative meetings.



- Inspect building structural, mechanical, and plumbing components as well as building hardware and furniture. Complete work orders and make repairs where applicable and report more extensive work requirements to Division through established work order procedures.
- Directly responsible for total storage and disposal of materials as well as ordering and requisitioning custodial supplies through the Division or warehouse. Check in and coordinate building delivery or storage of all deliveries of maintenance, custodial, educational, library, administrative and/or food service supplies as directed.
- Setup facilities for meetings; rearrange and clean facilities afterwards. Responsible for maintaining building security and safety including opening building at beginning of each day, instructing others in securing building during and at end of the day, and responding to “call back” situations from alarm company on a 24-hour basis.
- Opportunity to provide services at night, on weekends, and on holidays as opportunities are available.
- Mandatory participation in the Town’s Snow Emergency Standby Program.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

High school degree or equivalent (GED) and one (1) year of relevant work experience.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of cleaning and maintenance tasks and techniques. • Knowledge of buildings, grounds and facilities.
Ability to	• Ability to follow established procedures. • Ability to give directions or instructions to other workers and/or volunteers.
Skill in	• Basic communication skills, both verbal and written. • Basic computer skills.

Necessary Special Requirements

- None.

Physical Demands



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.

- Continuous walking, standing, climbing, and frequent periods of time requiring sustained uncomfortable positions.
- Frequent periods of time spent bending, stooping, and lifting moderately heavy objects, work on ladders, scaffolding, roofs, catwalks and high places as well as in confined spaces such as steam tunnel crawl spaces, and limited access mechanical rooms.
- Regular and sustained periods of time in strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage, and other potential hazards.
- Frequent travel between municipal buildings.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer