



Job Title	Senior Custodian
Department	Building Maintenance
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position is responsible for custodial duties at public buildings and facilities in the Town. This position is also responsible for collaborating with supervisor on scheduling regular custodial staff and call-out coverage, overseeing events within buildings, and communicating with building managers.

Supervision

Received	Shift Supervisor
Exercised	Serves as lead custodian to custodial personnel

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.

- Handles all building cleanliness and sanitation and assists with the coordination of custodial and routine maintenance services.
- Collaborates with supervisor to schedule regular custodial staff and call-out coverage.
- Serves as the lead custodian, providing general supervisory support and day-to-day operations for existing and new custodial employees.
- Enters work orders within system for routine building maintenance needs.
- Participates in the review of custodial and general maintenance issues and requests and assists with prioritizing responses and determining needs.
- Clears snow and ice from stairs, entrances, and walkways at public buildings.
- Orders new materials and custodial supplies and properly disposes of all materials, as needed.
- Coordinates building delivery and storage of all maintenance, custodial, educational, library, administrative, and/or food service supplies.
- Handles the routine opening and closing of public buildings.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Communicates regularly with building managers regarding ongoing building maintenance support.
- May include overseeing contracted custodial services.
- Moves office furniture, as needed.

Other Job Functions

- Follow safe work practices.
- Performs related duties as assigned.

Requirements of Work

A high school diploma (or equivalent) is required, along with at least four (4) years of custodial or building maintenance 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	• Department policies and procedures. • Commercial cleaning and sanitation processes.
Ability to	• Multi-task and prioritize work. • Work independently with minimal supervision. • Establish and maintain effective working relationships with supervisors, coworkers, and the general public.
Skill in	• Oral and written communications. • Troubleshooting and problem solving.

Necessary Special Requirements

Valid Driver's License

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.

- Work is performed mostly in the field and throughout the public buildings; hand-eye coordination is necessary to operate various pieces of office equipment and cleaning instruments. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, crouch, kneel, bend, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally exposed to odors, noise, wetness and humidity, and other adverse conditions including extreme heat or cold, dim lighting, dust, and vibrations.

- Work may include periods requiring sustained uncomfortable positions and regular and sustained periods of strenuous physical exertion including but not limited to lifting moderately heavy objects, work on ladders, catwalks, and high places as well as in limited access mechanical rooms.
- The employee must frequently lift and/or move up to and including 50 pounds and sometimes lift more than 50 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer