


## TOWN OF WINDHAM

Position Title: Custodian  
Department: Public Works  
Reports to: Building/ Grounds Supervisor  
Classification: Non-Exempt 6

Date: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Town Manager: 

### General Summary:

The is a semi-skilled position assisting the Building and Grounds Supervisor in carrying out the duties necessary to maintain a healthy, safe and sanitary environment in all Town buildings. Responsibilities include, but are not limited to, providing overall routine cleaning and maintenance of municipal buildings. Work is performed under the general guidance and direct supervision of the Building and Grounds Supervisor and evaluated through daily observation and results.

### Essential Functions:

- Maintains all vinyl composite (VCT) tile flooring.
- Moves, arranges and makes minor repairs to furniture, adjusting furniture upon request.
- Dusts, washes and polishes furniture, metalwork and woodwork.
- Prepares rooms for special events by assembling and arranging furniture and equipment
- Replenishes rest room supplies.
- Cleans bowls, sinks, counters, shelves, mirrors and light covers in restrooms, conference rooms, and offices
- Cleans drinking fountains and surrounding areas.
- Turns off lights and locks windows and doors.
- Reports potential problems or damages to the Building and Grounds Supervisor.
- Routinely adheres to and maintains a positive attitude towards town and department goals.
- Wipes down counters, window sills, window coverings and other public area surfaces; cleans glass doors and windows.
- Maintains all rugs and carpets.
- Regularly performs routing preventative maintenance of cleaning equipment.
- Shovels snow from walkways; assists with plowing duties of municipal parking lots; performs routine outside maintenance, as directed.
- Assists with cleaning other facilities to cover employee absences, as needed.
- Maintains a proper inventory of cleaning products and requests additional products be ordered in a timely fashion.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

### Other Duties and Responsibilities:

- Perform other work as may be required in support of the Department of Public Works.

Custodian

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Competencies:

- Working knowledge of janitorial methods, material, equipment and supplies;
- Ability to follow established operating and safety procedures;
- Ability to correctly follow oral and written instructions; and
- Ability to develop and maintain working relationships with other employees, supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High School diploma or equivalent;
- Limited work experience is required; however prior experience cleaning a public facility is preferred; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, driver's license, and other checks deemed appropriate by the Town.
- Maine driver's license, Class C

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential functions. Requires standing or performing heavy physical labor on a sustained basis; working in or under cramped spaces; considerable kneeling, crawling, bending, climbing up to 15 feet; lifting, pulling, dragging, carrying up to 50 lbs.; lifting or carrying with help up to 100 lbs.; working indoors and outdoors in all weather conditions; and working around cleaning chemicals.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.