

**Town of Cheshire
Custodian – Department of Public Works**

Position Title	Custodian	Grade Level	
Department	Department of Public Works	Date	10/29/24
Supervisor	DPW Director		

DEFINITION

The Custodian is responsible for physical and manual work involving the cleaning and care of municipal buildings and associated grounds and all other related work and/or building as required and assigned.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintains cleanliness of municipal buildings, performing vacuuming, disinfecting, sweeping, mopping, waxing, and buffing floors, washing windows and floors, cleaning restrooms, disposing of waste and recyclables, dusting and general cleaning of offices and furniture/equipment, and restocking supplies.
- Moves and arranges furniture, setting up furniture and equipment for meetings and functions.
- Removes snow, ice, leaves, dirt, and debris from walkways and stairs to maintain safe entry into municipal buildings for visitors and employees.
- Responds to special requests by municipal officials.
- May assist Public Works Department personnel on an as-needed basis in order to supplement certain work with the approval of the Director of Public Works or their designee and under their explicit supervision.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general supervision of the Department of Public Works Director . The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work is well defined or has detailed rules, instructions, and procedures. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

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NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with coworkers incidental to the purpose of the work and involve giving and receiving factual information about the work. Ordinary courtesy and tact are required. Contacts with the public may be required on an occasional basis.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and at least 1 year of related experience; or any equivalent combination of education, training, certification, and experience.

Valid driver's license required at time of hire. Must have the ability to pass a CORI check, required upon hire.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of municipal government operations. Working knowledge of building maintenance products, equipment, and techniques. Knowledge of safe work practices in the maintenance of buildings to avoid injury. Knowledge and ability to recognize issues requiring professional attention (i.e. electrician, plumber).

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Strong communication skills, problem-solving skills, and customer-service skills.

WORK ENVIRONMENT

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements, such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Includes work under typical custodial conditions or outdoor work.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Work requires moderate and intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s), and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

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Motor Skills

Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.

Approved: 10/29/24