

Building Maintenance Custodian

Posting Ends: when position is filled

Send Application/Resume to:

Town Administrator
Town of Vernon
Town Hall –Governor Hunt Rd
Vernon, VT 05354; or
vernonta@vernonvt.org

GENERAL

This is skilled and semi-skilled work in the custodial care, maintenance and minor repair of the Town Hall, the buildings and grounds or as assigned. This work involves the performance of a wide variety of tasks in the general repair, maintenance, and cleaning of Town buildings (as outlined in this job description). Assignments are generally received in the form of oral instructions. Work is usually performed independently.

SUPERVISION RECEIVED

This position is directly supervised by the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Sweeps, mops, waxes and polishes floors; washes walls and windows, dusts (including blinds), polishes, arranges, and moves furniture; vacuums and cleans rugs; cleans lavatories, washbasin, and drinking fountains; empties wastebaskets; performs painting activities and routine ground maintenance.
2. Cleans, services, monitors, and makes minor repairs and adjustments to heating and ventilating systems; makes minor plumbing and electrical repairs; and replaces light bulbs.
3. Removes snow using both hand tools and power equipment. Applies salt or sand on walks and entrance ways. Maintains grounds including mowing, and other caretaking duties.
5. Oversees site contractors in the performance of contractual responsibilities in conjunction with the Town Administrator.
6. Prepares orders and maintains inventory of cleaning supplies.
7. Performs minor repairs such as toilet repairs, broken glass, replace door locks; assures that the filters on the heating and air conditioning systems have been changed in accordance with the preventative maintenance schedule.
8. Oversees the inventory and proper disposal of light bulbs.
9. Maintains applicable Safety Data Sheet binder

PERIPHERAL DUTIES

1. Provides assistance to visitors to the building.
2. Sets up and takes down chairs, tables, and equipment for meetings.
3. Lifts and carries supplies, materials, packages, etc., and delivers to appropriate offices.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The candidate for this position should have a High School Diploma or equivalent, one to three years prior experience in a business setting performing maintenance and cleaning work; including semi-skilled building maintenance. A valid driver's license is required.

Necessary Knowledge, Skills and Abilities

1. Basic knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Knowledge of plumbing, electrical, carpentry, and masonry repairs is desirable.
2. Good interpersonal skills; the ability to deal professionally with the general public and employees.
3. Complete several tasks timely and completely.
4. Recognize needs for repairs and initiate corrective action.
5. Follow written and oral instructions.
6. Establish and maintain effective working relationships with other employees.
7. Follow manufacture's guidelines in working with hazardous chemicals in a safe manner.
8. Time management skills and ability to work with some independence.

TOOLS AND EQUIPMENT USED

Equipment operated may include power and hand tools, ladders, and cleaning equipment (vacuum cleaner, buffers and carpet cleaners), lawn mowers/garden tractor, weed whackers, snow blowers, and shovels. This list is not all inclusive.

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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and / or move up to 60lbs. with reasonable accommodations. The position has normal vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works in a variety of settings characterized by moderate loud noise, with occupational risk related to chemicals from supplies, operation of equipment, and building security.

SELECTION GUIDELINES

Formal application, rating of education and experience- oral interview and reference check; job related tests may be required. The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

The Town of Vernon, VT is an equal employment opportunity employer.