

TOWN OF THOMSON

POSITION DESCRIPTION

POSITION: Janitor / Building Maintenance
REPORTS TO: Town Board / Town Clerk

BOARD APPROVED:
STATUS: Part-time, Hourly Wage
No additional benefits

PURPOSE AND SCOPE

The primary purpose of the position is to maintain the Town Hall, Northridge Park, and other Town property as needed, following commonly accepted job performance practices, necessary safety guidelines and relevant policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The listed responsibilities may not include all duties performed by the individual in this position.

- Employee must perform daily custodial duties at municipal facilities. This currently includes Thomson Town Hall and Northridge Park (seasonal). Duties to be performed include:
 - Monitoring the condition of the flag and replacing it as needed.
 - Daily cleaning and stocking of restrooms
 - Emptying of wastebaskets and recycling containers
 - Opening and Closing buildings and park as needed and scheduled
- Employee is responsible for the additional custodial duties as needed. Duties to be performed include:
 - sweeping sidewalks.
 - Vacuuming of carpeted floors (minimum weekly)
 - Emptying Recycling Bins
 - Sweeping tile floors
 - Mopping tile floors (minimum weekly)
 - Dusting / Decluttering
 - Monitoring water softener.
 - Setting up and taking down of election equipment
- Employee is responsible for the general mechanical work necessary on Town equipment and facilities; these duties include detection, diagnosis, and rectification of all minor repairs with the emphasis on preventive maintenance over treatment of mechanical failures. Examples include maintaining, septic system, water well (Northridge Park), plumbing and heating, air exchange and electrical systems. Change or clean filters as needed.
- Other Duties Assigned by Supervisor

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of safety and/or first aid measures
- Good verbal and written communication skills
- Good organizational skills
- Ability to plan, prioritize, schedule and complete tasks with little supervision
- Ability to operate light equipment (power tools, hand tools)
- Ability to present oneself in a favorable manner to the public
- Must be in good physical condition, and be able to lift objects weighing 50 pounds
- Ability to keep good records
- Basic knowledge of heating, plumbing and electrical systems
- Available to respond to emergency situations

ADDITIONAL REQUIREMENTS

- Ability to read, understand and carry out instructions
- Ability to maintain confidentiality

MINIMUM REQUIREMENTS

- High School Diploma or GED
- Valid Minnesota Class "D" Driver's License (may be obtained within 60 days of employment)
- Ability to lift 50 pounds

DESIRABLE QUALIFICATIONS

- Previous experience in a similar position is preferred.

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description*, which includes the *Physical and Environmental Factors List* for the position. Furthermore, a copy of this *Position Description* will be provided to the Employee, and the signed original will be placed in their personnel file. Finally, that this *Position Description* shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

Town Clerk

Date

Employee

Date