TOWN OF THOMSON
POSITION DESCRIPTION

POSITION: Custodian / Building Maintenance

REPORTS TO: Town Board/ Town Clerk

BOARD APPROVED: ___/___/____

STATUS: Part-time

Wage: $18.50-$24.00 per hour

Hours: Approximately 20 hrs/wk

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 position.

- Employee must perform daily custodial duties at municipal facilities. This currently includes Thomson Town Hall and Northridge Park (seasonal). Duties to perform include:

  Monitoring the condition of the flag and replace as needed
  Cleaning and stocking of restrooms
  Emptying wastebaskets
  Opening and closing buildings as needed and scheduled including Northridge Park Pavilion
  Coordinate with staff the opening and or closing of the recycle shed in the absence of regularly scheduled personnel

- Additional duties as needed may include but are not limited to:

  Vacuuming of carpeted floor (minimum weekly)
  Emptying recycling bins into receptacles at the recycle shed
  Sweeping tile floors
  Moping tile floors (minimum weekly)
  Dusting / decluttering
  Monitoring water softener and filling as needed

- Employee is responsible for the general mechanical work necessary on Town equipment and facilities; these duties include detection, diagnosis and rectification of all minor repair with emphasis on preventative maintenance over treatment of mechanical failures. Examples may include, septic system, plumbing and heating, air exchange and electrical systems. Change or clean filters as needed.

- Other duties as assigned by supervisor

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of safety and/or first aid measures
- Good verbal and written communication skills
- Good organization skills
- Ability to plan, prioritize, schedule and complete tasks with minimal supervision
- Ability to operate light equipment (power tools, hand tools, etc.)
- 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
- Availability to respond to emergency situations

ADDITIONAL REQUIREMENTS

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

MINIMUM REQUIERMENTS

- 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 similar position is preferred

NOTE TO EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this *Position Description,* which includes *Physical and Environmental Factors List* for the position. Furthermore, that a copy of this *Position Description* will be provided to the Employee and signed 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 be followed.

_____ _____

Town Clerk Date

_____ _____

Employee Date