



## **Job Description**

**Title:** Custodian

**Department:** DPW Facilities Maintenance

### **Nature of work:**

Performs work as part of a team involving the cleaning and care of our building and grounds maintenance. The team performs general upkeep of the following municipal facilities: the Gibson Aiken Center; the Municipal Center; the Brattleboro Police Department; the Brattleboro Transportation Center; the Public Works Garage; and Brooks Memorial Library.

**Work Schedule:** 40 hours per week including On-Call duty hours are required on a rotating department schedule; due to On-Call duty, employees must be able to arrive at their workplace location safely within 30 (thirty) minutes (as per Google Maps).

**Wages:** FY'24 \$18.18 per hour

**Supervision Received:** Receives supervision directly from the Director of Public Works or their designee.

**Supervision Exercised:** None.

### **Essential Responsibilities:**

- Performs all custodial/maintenance tasks as assigned including mowing lawns, shoveling sidewalks, trimming trees and shrubs, cleaning restrooms, collecting, and emptying trash and recycling, painting, dusting, cleaning, sweeping, mopping, and waxing floors, vacuuming, carpet shampooing, cleaning, and washing windows, and other general maintenance duties.
- Some work will require climbing ladders up to 15 feet and the use of hand and power tools. Safety training and equipment will be provided.
- Assists in setting up and maintaining recreation program equipment and special events as required.
- Minor repairs to light fixtures, walls, doors, plumbing and windows.
- May be required to pick up and/or receive supply orders.
- Custodians are required to work additional days (that may be your day off) due to inclement weather cleanup of your buildings.
- Perform other duties as assigned by supervisor(s).

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Competencies Needed:**

*We will consider any combination of relevant work experience, volunteering, education, and transferable skills a qualifying, unless specifically stated as required.*

- Time management skills essential to performing daily duties.
- Able to adapt to multi-tasking duties with short notice.
- Possession of ability to maintain a valid State Driver's license.
- Individual must be capable of performing all the tasks outlined above, and able to demonstrate safe use of power tools including but not limited to as described above.
- Valid driver's license required and a reliable mode of transportation.
- Must pass FBI Security Awareness Training before assigned to work in the police station.
- Knowledge of basic computer skills and use of mobile communication devices are necessary.
- Knowledge of or able to demonstrate ability and experience to learn purposes of common construction and maintenance tools and equipment.
- Able to maintain basic accurate records of work performed.
- Must be able to communicate effectively verbally and in writing.
- Must be able to read and carry out written and oral instructions.
- Able to establish and maintain effective working relationships with employees, other departments, and the public.
- Must be able to work effectively in the absence of close supervision.
- Must be able to learn and retain instructions, policies and procedures and continue to learn new methods and stay current within the field.
- Ability to actively support town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

**Work Environment:** Regularly required to use hands, handle, feel or operate objects, tools, or controls and reaching. Frequently required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The noise level in the work environment can be loud. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities, works in outdoor or indoors as required, working near moving mechanical parts and is occasionally exposed to fumes and risk of electrical shock.

**Union Status:** Non-Exempt Employee ~ United Steel, Paper & Forestry, Rubber, Manufacturing, Energy, Allied Industrial, & Service Workers International Union Local #944 (After successful probationary period has been completed.)

*The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.*