

**RICHMOND, NH
2016**

JOB SUMMARY

Richmond Buildings Custodian

General Duties:

Normal Maintenance

Perform normal maintenance on several town buildings – Town Hall, Vet’s Hall, Police Station and a limited extent, the Library. Change light bulbs, check and replace filters on water tanks and heating units, Trouble shoot outages and, with notice to a selectman or the town administrator, call for repairs from plumbers, electricians, other repairman as needed. Includes troubleshooting and fixing any problems related to appliances, gas and water utilities, and to handle any small fix-it jobs.

Emergency Maintenance

Check for damage or systems outages on all town owned buildings Police Station, Vet’s Hall, Town Hall, Library, Firehouse, town owned real estate during and after severe weather conditions. As above, trouble shoot and perform or arrange for any needed repairs with notice to a Selectman or the Town Administrator.

Cleaning of Vet’s Hall and Town Hall

Weekly cleaning of Town Hall, and regular cleaning of Vet’s Hall.

Schedule and tasks for Vet’s Hall cleaning will vary according to use and season, it may be weekly or biweekly. Check it weekly, then do bathrooms, floors, dusting, and take out garbage as needed.

Set-up and break-down Vet’s Hall after use for public functions that do not entail a rental– let Town Administrator know in advance if you need assistance from other staff or volunteers.

In addition, individual will ensure the condition of the Veterans Hall prior to and following its rental to the public. Renters are required to set up and break down the Hall for their own use and to clean it after use. The custodian will report condition prior to and following rental to the Town Administrator or Administrative Assistant, who will assess any associated fees and penalties. Custodian must be available for call-out as needed during the week and on weekends.

SUPERVISION RECEIVED

Supervised by the Town Administrator. Performs regular duties on own initiative, exercising a high degree of judgment and tact, as directed by the Town Administrator. Performance is reviewed by the Town Administrator in conjunction with the Board of Selectmen.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

Weekly cleaning of Town Hall: empty trash, clean bathrooms, sweep/vacuum, empty vacuum cleaners, wipe down surfaces (Selectmen's table, kitchen counters, etc. Desks are the individual's responsibility). Empty trash barrels and bring trash to dumpster behind fire station. Check on general condition of building.

Monthly: change water filter, change furnace filter during heating season, check oil level,

As needed: change lightbulbs, mop floor, clean entrance grates at Vets Hall, advise Administrative Assistant of needed supplies, report malfunctions of bathroom fixtures, heat etc. and/or damages to room and hall furnishings to Administrative Assistant

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

There are no education requirements, and most of your learning will be done on-the-job.

MINIMUM QUALIFICATIONS REQUIRED

- Interpersonal Skills: be able to work with others.
- Reliable transportation.
- Mechanical Skills: Custodians need to understand how to work industrial equipment like floor buffers, industrial floor washers, and fix small building problems, like leaky faucets or faulty light switches.
- Strength and Stamina: You will need to lift heavy objects and spend most of your time on your feet.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to stand, stoop, bend, and ascend and descend stairs frequently; constant use hands to finger, handle, and feel objects; frequent reach with hands and arms; and regular lifting and/or movement of 50 pounds or less.