**Purpose:**Performs custodial, maintenance and assists in work related to the maintenance of town facilities. Performs all other related work as required.

**Essential Functions:***(The essential functions or duties listed below 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.)*

Assists in the maintenance and repair of the Town Hall, and other town facilities (to include police station, library, COA and town-owned house, park restrooms, grandstands and two parks), as well as related grounds; performs custodial work, including general cleaning, repairs, and maintenance of grounds and snow removal.

Performs special maintenance assignments, such as running cables and wires for computers, putting furniture together, moving furniture, repairing doors and related assignments; check boilers; works with outside contractors, as directed.

Performs similar or related work as required, directed or as situation dictates.

**Supervision:**

*Supervision Scope:* Performs routine work which involves the exercise of judgment and initiative.

*Supervision Received:* Work is performed under the supervision of the Building & Grounds Superintendent.

*Supervision Given:* None.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High School diploma or equivalent; some custodial experience and one to three (1-3) years’ experience in maintenance and general repair of buildings; or any equivalent combination of education and experience.

*Special Requirements:*   
None.

*Knowledge:* General knowledge of cleaning materials and methods. Knowledge of building maintenance, including major building systems. Knowledge of general office practices and the routine procurement of goods, supplies and services.

*Abilities:* Ability to use hand tools for repairs and maintenance. Ability to follow written and oral instructions. Ability to scale ladders and work on high areas.

*Skills:* Excellent oral communication and customer service skills.

Physical Requirements:

*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.*

Frequently required to communicate; majority of shift may be spent walking and/or standing. Must be able to manipulate objects, tools, or controls. Must be able to climb or balance, stoop, kneel, crouch or crawl. Occasionally lifts and/or moves objects weighing up to 50 pounds such as tools, equipment, supplies, etc. Must be able to access all levels of a building. Vision and hearing at or correctable to normal ranges.

**Job Environment:**

* Work is performed in town buildings as well as outdoor work that entails exposure to rain, snow and other weather conditions when maintaining exterior of buildings and grounds; occasional exposure to fumes associated with standard cleaners and noise associated with cleaning and maintenance equipment.
* Operates an automobile, hand and power tools, snow blowers and other custodial equipment; may be required to wear protective clothing and mask.
* Makes occasional contacts with other municipal employees and contractors; contacts involve discussing very routine information.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*