

# **Municipal Custodian - Town of Brookfield, MA**

## Summary of Position Responsibilities:

This is a semi-skilled job with the purpose of keeping municipal buildings clean, safe and maintained for the public and Town officials and staff.

## Description of Supervision/Supervisory Responsibilities:

Works under the general supervision and direction of the Administrative Assistant of the Board of Selectmen. The employee is required to work independently, with minimal direct supervision.

## Essential Functions of Job:

- Sweeps, scrubs, mops, buffs, waxes, polishes, scrapes, refinishes and seals floors
- Moves, arranges and makes minor repairs to furniture, adjusting furniture upon request
- Dusts, washes and polishes furniture, metalwork and woodwork
- Prepares rooms for special events by assembling and arranging furniture and equipment
- Empties and cleans bowls, sinks, receptacles, trash containers
- Replenishes rest room supplies
- Cleans bowls, sinks, counters, shelves, mirrors and light covers in restrooms, conference rooms, and offices
- Cleans refrigerators, coffee machines, drinking fountains and surrounding areas
- Washes windows, walls and doors, and cleans window coverings
- Picks up papers and cleans hallways
- Vacuums and shampoos rugs and carpets
- Turns on lights and unlocks windows and doors
- Sorts and stores supplies
- Reports potential problems or damages to supervisor
- Provides special custodial services upon direction
- Routinely adheres to and maintains a positive attitude towards town and department goals
- Performs similar or related work as required or assigned

## Minimum Competencies:

- Ability to follow both oral and written directions/instructions
- Ability to work in high pressure situations, as necessary
- Good organizational skills; detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines
- Reliability essential
- Safe and efficient operation of common cleaning equipment and utilization of cleaning and disinfecting supplies/solutions

## Education and Experience/Other Requirements:

- High School diploma or G.E.D. required

- Three (3) years experience in relevant position
- Previous experience in municipal government preferred
- Valid Massachusetts Driver's License, and satisfactory driving record, required

Physical Requirements/Work Location:

*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.*

Town Hall, Police Station and Highway Department

This position is primarily indoors, with occasional outside work required. While performing the duties of the Custodian, the employee is required to regularly engage in moderate to strenuous physical effort, including: repetitious physical motions; lifting and/or moving up to 50 pounds, including furniture, equipment, fixtures; handling cleaning products and equipment efficiently; and moving about all municipal offices efficiently. The employee regularly interacts with, and must communicate effectively with, government officials, and other Town hall employees and personnel, and the public on occasion.

Safety and security checks/maintenance are to be done at the Prouty St. property.

FLSA status

This position is not-exempt under the Fair Labor Standards Act.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.*

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