

# Town of Truro

## Job Description

### Part Time Assistant Custodian

**Title:** Part Time Assistant Custodian

**Classification Code:** L-8

**Reports To:** DPW Director

**Salary Basis (Hourly):**  
(AFSCME union)

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>fy17</b>	<b>\$23.31</b>	<b>\$23.82</b>	<b>\$24.31</b>	<b>\$24.78</b>	<b>\$25.23</b>	<b>\$25.69</b>

**Weekly Hours:**

Schedule is 20 hours per week, Saturday-Tuesday 5PM-10PM, in accordance with the terms of the AFSCME Contract. Schedule is subject to change based on the needs of the Town Administration and community events. Works under general direction of the Head Custodian.

**Definition:**

Maintenance and care of all non-school buildings and grounds of the town, including, but not limited to: Town Hall; COA; Library; Safety Facility; DPW Garages and Office Building and any other buildings and their surrounding grounds. Priority for this position will be to cover Town meetings, events, and securing buildings at the end of each shift.

**Job Environment**

Work is generally performed both indoors and outdoors under variable outdoor weather conditions and works near hazards associated with various municipal sites; may be required to wear or use safety equipment. Errors could result in a general untidiness and uncleanness of publicly-used municipal buildings and could cause a danger to public safety and health.

**Specific Duties:**

The following essential functions or duties listed 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.

1. Clean and maintain public meeting and access areas, office, storage and work areas within public buildings, including, but not limited to: sweeping, cleaning and waxing floors; vacuuming, cleaning and shampooing carpets; cleaning interior and exterior windows; dusting, waxing and cleaning work stations and furniture in offices; emptying trash baskets and containers; performs any other housekeeping tasks required to maintain public buildings.
2. Clean and maintain restrooms, including fixtures; ensure that soap and all dispensers are always refilled.
3. Provides maintenance and care for lawns and plantings adjacent to public buildings, including, but not limited to: mowing grass; trimming hedges; weeding; planting; and picking up litter.
4. Maintain walkways, sidewalks, etc., adjacent to public properties, keeping said areas clear at all times. This involves snow shoveling and sanding when necessary.
5. Check fire sprinklers, smoke alarms and heating systems to insure proper operation, and notify designated authority of problems when necessary; monitoring generators, lights, furnaces and radiators.
6. Move and set up furniture and equipment for meetings as necessary.

7. Assist with inventory control, ordering supplies and custodial equipment.
8. Perform custodial duties as assigned.

**Desired and Required Qualifications:**

1. High School graduate-- or equivalent.
2. Three years of experience in custodial and building maintenance work.
3. Ability to work independently with minimal amount of supervision.
4. Dependability and a good work attitude; ability to interact positively with others.
5. Ability to follow orders and use independent judgment when needed to successfully complete assignments.
6. Ability to communicate clearly both orally and in writing in the English Language.
7. Ability to exhibit patience and diplomacy with the public.
8. Possession of valid Massachusetts Driver's License required. Must have a good driving record.
9. Must possess basic skills in performing preventive maintenance on buildings and equipment.
10. Constant moderate physical-effort is required, with occasional strenuous effort demanded. Position requires extensive walking, reaching, standing, stooping and climbing when performing various job-related functions. Occasionally required to lift, move equipment which may weigh 75 pounds or more. Physical agility required to access all areas. Requires the ability to work on ladders, staging and scaffolding. May spend entire shift engaged in physical activity.
11. Ability to work outdoors in variable types of weather.
12. Ability to work with toxic chemicals as approved for respective applications, e.g.: paint, etc. Ability to work in an environment with generally-accepted levels of exhaust fumes from gas and diesel engines.
13. Ability to operate and maintain hand tools, power tools, standard maintenance and construction equipment, including but not limited to lawn mowers, hedge trimmers, snow blowers, etc.

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

Rev. 5/01 & 6/02 & 2/15

Amend 5/04; 7/06; rates 5/11;8/11/11/13; 2/15 rates, 5/24/16