

# Town of Middlefield

## Town Hall Custodian (Part-Time)

### **Position Purpose**

The purpose of this position is to perform routine cleaning and maintenance services in the Town Hall.

### **Weekly Hours of Work**

**Staffed Hours:** The weekly work schedule will be established by the Town Administrator, or his/her designee based on the interest of those working in the building and functions scheduled.

### **Compensation**

The salary for this position is hourly and is approved annually by town meeting vote. The current annual salary for this position as of 10-02-2024 is: \$6,240.00 per year. The Maintainer/Custodian is expected to work six (6) hours per week at a rate of pay set at \$20.00 per hour. There is no paid vacation for this position.

### **Supervision**

Performs routine custodial and building maintenance functions under general supervision and with some independent and initiative required as to methods or procedures.

**Supervision received:** Reports directly to the Town Administrator. Receives daily supervision as required and is trusted to work alone in most cases.

### **Job Environment:**

A majority of work is performed indoors.

A majority of work is performed indoors with some work outdoors as required under frequently unpleasant conditions with exposure to dust, dirt, cleaning chemical fumes, and weather extremes.

Regularly operates an automobile, hand, and power tools, snowblower, and other maintenance/custodial equipment.

Makes frequent contacts with other town departments, groups, and outside contractors. Contacts are in person, in writing, and by telephone and require discussing routine type of information.

The Maintainer/Custodian has limited access to confidential information.

The Maintainer/Custodian is expected to use appropriate procedures when performing maintenance and using any type of machinery. Errors could result in damage to buildings and equipment, injury to self, others, and create hazards to public safety.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the several 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 logistical assignment to the position.)*

Performs a variety of interior cleaning and maintenance tasks at the Town Hall such as: emptying trash containers, vacuuming rugs and floors, sweeping, and washing floors, dusting, polishing, washing windows, moving furniture, cleaning furniture and cleaning and disinfecting bathrooms. Exterior work includes the cleaning of stairs and walkways of snow and debris at all exterior entrances and the application of materials to remove ice and snow as required.

Establishes a budget for energy needs in the building performs routine maintenance and repairs to the building, furniture, and equipment. Tracks expenses and submits required paperwork for ordering supplies and paying bills to the Town Assistant.

Performs custodial and maintenance services including cleaning, grounds work as needed and as time permits, basic carpentry, basic plumbing, and mechanical work.

Assembles new equipment such as computers, table, desks, shelves, etc. as needed.

Performs similar or related work as assigned by the Town Administrator.

**Recommended Minimum Qualifications:****Education, Training, and Experience:**

High School education; one year of experience in custodial and/or maintenance work; or any equivalent combination of education and experience.

**Special Requirements:**

Ability to travel on own from one building to another within Town and to vendors to get supplies.

Must be able to pass a CORI and a basic background check and physical examination.

**Knowledge, Ability, and Skill:**

Knowledge: General knowledge of cleaning materials, methods, and equipment. Knowledge of building maintenance, cleaning procedures, and building repair. General knowledge of the operation of heating systems. Basic knowledge of trades including plumbing, electrical, carpentry, etc. helpful. General knowledge of Town Government functions helpful.

**Ability:** Ability to understand and follow verbal and written instructions. Ability to follow instructions and labels on cleaning supplies and equipment. Ability to follow applicable safety precautions.

**Skill:** Basic skills in performing preventative maintenance on buildings and equipment.

**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.

Constant moderate physical effort is required in performing functions. The majority of the shift is spent standing and/or walking. Required to reach, bend, stoop, crawl, crouch and climb a ladder. Occasionally required to lift, move, and/or push furniture and equipment weighing 60 pounds or more. Accesses all areas of the building. Uses hands to operate hand/power tools, and cleaning equipment. Must be able to detect odors. Communicates verbally and in writing.

***(Note: 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.)***

**Specific Building Duties with required Weekly and Annual Work**

**Last updated: 10-01-24**

***Subject to Change***

**Town Hall – 188 Skyline Trail**

**Cleaning (weekly)**

Empty trash receptacles from all offices and building and decide with Highway Superintendent for pickup. Note: In the event of large activity in Auditorium involving food this may require additional removal of trash and food stuffs.

Clean and sanitize bathrooms.

Vacuum entrance carpets and any office rugs.

Dust/wipe down surfaces in common areas including library, auditorium, stage, HP lift, kitchen, offices, hallway and bathrooms.

Sweep and mop all floors.

## **Cleaning (annual)**

Clean windows. (indoor and outdoor)

Install any air conditioners in windows as required.

Clean building town owned entry carpets.

Order required sanitary supplies and gloves for the kitchen.

Keep a notebook of equipment supplier contact information, any special cleaning requirements for flooring and other building equipment and products used.

Order supplies and equipment necessary to perform tasks in the Town Hall.

## **Maintenance (as needed) Note: The functions in this section may need to be performed on an as needed basis during the year.**

Performs routine maintenance check of building.

Maintain and clean building snowblower as required.

Work with the Town Administrator and Town administrative Assistant to update all required vendor contracts annually.

Monitor and do a weekly check of the building fire alarm system to make sure it is operating normally.

Schedule building boiler cleaning and inspection.

Schedule required kitchen range Ansul Testing.

Schedule maintenance and inspection of stage handicapped lift.

Make sure first aid kit and Ansul System are up to date.

Schedule inspection of all building fire extinguishers.

Schedule and monitor testing of building emergency generator.

Change lightbulbs.

Change batteries in clocks and room thermostats.

Paint/patch as required.

Seal cracks in walls.

Hang items on walls.

Assemble basic furniture and office equipment.

Cleanout/organize spaces.

Perform light carpentry and plumbing.

Change/repair ceiling tiles.

Maintains and orders keys as requested by Town Administrator.