

Town of Millinocket  
Job Description  
Custodian

Job Title: Custodian  
Department: Town Office  
Reports To: Town Manager or his/her designee.  
Prepared Date: November 19, 2020  
Pay: \$13.00/per hour (24/per hour a week)

**SUMMARY**

The Custodian shall perform all cleaning and general detail in the Municipal Building. At times, the position of custodian can be strenuous by the requirement of heavy lifting and climbing of stairs.

**OBJECTIVE**

The objective of this position is to provide professional sanitary conditions which meets the service mission of the Town.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties may be assigned as required in the circumstances.

- Vacuums rugs in the offices and hallways
- Empties waste cans on a daily
- Vacuums and cleans elevator
- Clean glass on doors and counters
- Assists office staff with specific requests
- Must physically pass through all parts of the building once a week to assess any damage or problems or any areas of needed repairs or cleaning, report finding to the manager or HR
- Responsible for knowing office hours
- Dusts or wipe down file cabinets
- Dust large table in managers office and assessor's office
- Sweeps and mop steps and hallways
- Wipe down hand railings and tables in hallways
- Clean bathrooms daily
- Knowledge of basic cleaning solvents, and tools
- Exhibits good interpersonal skills, and ability to work effectively, and get along with coworkers
- Maintains inventory and recommends purchase of suitable supplies, tools, and equipment
- Maintains confidentiality
- Must be highly motivated and able to work with minimal direct supervision

- Cleans the court area on the third floor, this involves, vacuuming all areas, cleaning bathrooms and all conference rooms, clerks' offices, their bathroom, judge's chambers
- Wipe down judge's bench, vacuum, clean chalkboard, wipe down benches and window sills and doors
- Keep stairs and entrances clear of snow and ice
- Mow lawn and clean outside area as needed

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/ EXPERIENCE**

High school diploma or general education degree (GED), 6 months to a year related experience: desired carpentry, electric, plumbing, and mechanical skills. **MUST PASS BACKGROUND CHECK.**

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Excellent communication skills.

### **MATHEMATICAL SKILLS**

Ability to add subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

High School diploma or GED

Valid Maine State Driver's License without extensive motor vehicle restrictions is desirable.

### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance, stop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.