



Has access to confidential information.

Errors could result in damage to the building and equipment, injury to self and others, and hazards to public safety, and negative public relations for both the department and the Town.

**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.)*

Performs general cleaning and housekeeping within the Center, including but not limited to:

- Removing trash/replacing trash bags
- Dusting
- Window cleaning
- Wiping / sanitizing tables, surfaces, door handles
- Floor sweeping / vacuuming / mopping / buffing
- Carpet vacuuming / spot cleaning
- Cleaning and sanitizing restrooms
- Replenishing toilet paper, paper towels, soap dispensers, etc.
- Moving furniture to accommodate different activities (daily)
- Putting up / down the removable dividing walls

Performs basic interior maintenance, including but not limited to:

- Wall repair / touch up painting
- Changing lightbulbs
- Changing air filters
- Unclogging toilets
- Repairing furniture /mending screens
- Mounting or moving shelves/artwork/bulletin boards
- Minor plumbing repairs
- Other projects requiring basic maintenance and repair skills
- Notifying the Director of maintenance issues that require outside trades person
  - Communication with the trades person

Performs light groundskeeping and exterior maintenance/cleaning, included but not limited to:

- Assisting DPW with weed wiping as needed
- Snow blowing/shoveling/applying ice melt
- Winterization of outside faucets
- Window cleaning, outside
- Assisting Garden Club with Fall/Spring clean up

- Picking up of loose outside trash and emptying outside trash barrels and smoking receptacle

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

**Recommended Minimum Qualifications:**

Education, Training and Experience:

High school graduation; training in various trades including plumbing, electrical, carpentry, etc. preferred; one year of experience in custodial and/or maintenance work; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license required.

Knowledge, Ability and Skill:

*Knowledge:* General knowledge of cleaning materials and methods. Basic knowledge of trades including plumbing, electrical, carpentry, etc. General knowledge of lawn maintenance.

*Ability:* Ability to understand and follow oral instructions. Ability to perform maintenance and repairs to buildings and equipment.

*Skill:* Basic skills in performing preventive 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 generally required in performing functions. Position requires extensive walking, reaching, standing, stooping and climbing when performing functions. Frequently required to lift, move, and/or push furniture and equipment which may weigh 30 pounds or more; may lift/move/push up to 100 pounds. Physical agility required to access all areas to be cleaned. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Vision and hearing correctable to normal ranges. Employee must be able to detect odors.

*(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.)*