

*Town of Freetown*  
**POSITION DESCRIPTION**

<b>Position Title:</b>	Custodial/Maintenance	<b>Department:</b>	Building Inspector
<b>Reports To:</b>	Building Commissioner	<b>Hrs/Week:</b>	19-36 hours
<b>Affiliation:</b>	Professional	<b>Step:</b>	1
<b>Appointing Authority:</b>	Board of Selectmen	<b>FLSA:</b>	

**Position Purpose:**

Skilled work in the operation of Custodial and Maintenance equipment used in the custodial and maintenance of Town Buildings.

**Supervision:**

*Supervision Scope:* Exercises judgment and initiative to achieve approved objectives relating to cleaning of all town buildings. Carries out daily assignments independently. Work at this level requires a working knowledge of departmental operations. Incumbent is called upon to handle all details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility; exercises judgment in responding to inquiries from the department heads and managing workload and assignments. Responsible for keeping track of cleaning supplies inventory.

*Supervision Received:* Works under the general direction of the Building Commissioner and follows department rules, regulations, and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules. The position is subject to annual review and evaluation.

**Job Environment:**

Work in the outdoors and indoors. This position is exposed to all types of weather and weather conditions. Incumbents work in areas with a high dust, dirt, and fumes and at times long hours. This position is physically demanding and incumbents may be required to lift heavy object in the normal performance of job duties. Incumbents in this classification must follow OSHA safety procedures carefully. Incumbents perform duties that require the operation of heavy equipment.

**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.*

One year of general labor experience.

Must possess and maintain a valid Driver's License

Considerable knowledge of the operation of heavy equipment and chemicals. Knowledge of traffic and highway safety rules and regulations.

Knowledge of effective precautionary measures necessary to avoid accidents.

Ability to understand and carry out general instructions related to maintenance, loading and transportation work.

Ability to communicate effectively with general public and departmental personnel.

Ability to perform physical demanding job duties and on occasion work under adverse weather conditions, i.e.. Snow removal and landscape maintenance.

Skilled in the operation of equipment to complete work assignments.

**Recommended Minimum Qualifications:**

**Knowledge, Ability and Skill:**

*Knowledge:* General knowledge of custodial procedure and general maintenance is highly desirable. Experience in preparing effective communications.

*Ability:* Ability to effectively and appropriately communicate information, using both oral and written skills, with the department staff and high-level officials. Ability to carry out work assignments with a high degree of independence and discretion. Ability to prioritize multiple tasks and deal effectively with interruptions. Ability to maintain detailed and accurate records for chemicals, supplies and daily check lists.

*Skill:* Skill in all required tools and equipment.

**Physical Requirements:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

The work is regularly active with periods of heavy exertion and is performed inside and outside. Typical positions require workers to walk or stand for long periods; bend, kneel, crouch and crawl; reach. The work requires the ability to communicate effectively.

*(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.)*

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.***

***Approved by:***

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Board of Selectmen, Personnel Chair

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Date Approved

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Employee

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Date Received

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Human Resources

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Date Received