

TOWN OF GORHAM
Building Custodian Baxter Memorial Library

GENERAL SUMMARY

The Building Custodian for Baxter Memorial Library is responsible for general custodial work and overall maintenance for the Baxter Memorial Library. This is a 20 hour per week position and includes most Saturdays. The schedule may vary to provide for the changing needs of the library. Flexibility in work hours is required. This Building Custodian is supervised by the Library Director.

POSITION CLASSIFICATION: This position is classified as an hourly (non exempt) position.

ESSENTIAL JOB FUNCTIONS

- Must be able to stand, walk, talk, listen, stoop, kneel, reach, climb ladders, and lift up to 75 pounds.
- Must have normal vision.
- Must be able to shovel snow, salt and/or sand walkways, use a snow blower, trim around building and rake leaves.
- Must have or be able to obtain a valid Maine Driver's License and drive a motor vehicle.
- Must be able to deal positively with the public under varied conditions,
- Must be able to use good judgment and set priorities when confronted by multiple tasks.
- Must be able to maintain focus under varied conditions including stressful, noisy and distracting conditions.
- Must be able to work weekday, evening and weekend hours.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

DUTIES AND RESPONSIBILITIES

General Daily Duties

- Wash, dry mop, sweep or vacuum floors,
- Clean toilets, lavatories, and plumbing features.
- Empty all containers.
- Dust as needed.
- Maintain dispensers.
- Keep all exits free of barriers and material.

Periodic Duties

- Paint exterior or interior of buildings.
- Clean heating / air conditioning vents.
- Floor maintenance including stripping and waxing.

- Clean interior and exterior glass.
- Keep buildings/grounds free from litter and debris.
- Snow/ice removal as necessary around exits/entrances..
- Keep stairs and walkways clear of ice/snow and apply sand as necessary.
- Replace broken/burned out lights and ballasts.
- Clean gutters as necessary.
- Lift heavy objects or equipment weighing up to 75 pounds.
- Inspect the Library building weekly, make recommendations on repairs and perform or supervise repair work.

These are illustrative and temporary work guidelines. The employee in this position is expected to perform other work as assigned.

QUALIFICATIONS AND ABILITIES

- Ability to accept and carry out work instructions.
- Ability to see what work needs to be done and initiate efforts, using good judgment, to do the work.
- Ability to work with staff and public in a polite and courteous manner.
- Ability to climb ladders and lift up to 75 pounds.
- Ability to analyze building and ground maintenance problems and develop recommended solutions.
- Ability to use good judgment and set priorities when confronted with multiple tasks.
- Ability to be flexible.

EDUCATION AND EXPERIENCE

- An employee or candidate for this position should have at least a high school diploma or the equivalent.
- Work experience in building maintenance and supervision desirable.
- Work experience as a custodian in a public facility desirable.
- A valid Maine license is required.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Moderate to heavy physical activity with lifting of objects weighing 50 pounds and occasional lifting of objects weighing up to 75 pounds.
- Must be able to bend, pull, reach, stoop, stand, walk, and kneel.
- Work includes weekday, possibly evening, and weekend work.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhausted list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for the changing community needs of the Baxter Memorial Library.

Adopted on: September 17, 2009