

Job Description

Building Custodian

- A. Reports To:** Building Custodian shall report to Public Works Director or his/her designee.
- B. Rate of Pay:** \$ 13.06 per hour (or current contract rate)
- C. Shift/Schedule of hours:** Part-time Twenty-hour (20) workweek with schedule determined by the Public Works Director.

D. Position Description

The Building Custodian is a union position (full or part time) appointed by the Manager in accordance with the hiring provisions outlined in the collective bargaining agreement and the regulations set forth with the personnel policy manual.

E. Required Skills, Abilities, and Qualifications

The Building Custodian shall be able to understand written and verbal instruction, shall have basic mechanical skills and able to operate minor equipment, e.g. lawn mowing and trimming tools, sanding and painting equipment and, manual and motorized cleaning equipment, etc. The Building Custodian shall have the ability to orchestrate a routine cleaning and maintenance schedule as well as to respond to immediate cleaning and maintenance needs as they arise.

- Minimum Education: Must have a high school diploma or equivalency
- Must possess a valid PA driver's license, be able to drive, and must have an insurable driving record

F. Assignment Responsibility

The Building Custodian shall perform duties as prescribed by the Public Works Director and/or the designated supervisor and is responsible for the general cleanliness and maintenance of the Borough facilities, both indoors and outdoors.

G. Essential Duties

The Building Custodian shall be responsible for the general cleanliness and maintenance as described herein. His/her essential duties shall include, but are not limited to, the following general cleaning and maintenance tasks, the times, methods and scheduling of which shall be prescribed by the Manager or designated supervisor:

1. General Daily Tasks

The Building Custodian is responsible for the general cleaning and maintenance of facilities as described herein, including but not limited to:

- a. You will Dust, mop, sweep, clean, polish, emptying trash containers, within all spaces unless otherwise restricted, including hallways, lobbies, office

spaces, restrooms, locker rooms, kitchens, and other spaces within the Borough facility assigned

- b. You will remove snow and ice by use of shovel or other hand tools and snow blower, and application of non-slip material (e.g. salt or related products) in and around Borough property thoroughfares
- c. You will provide light maintenance within and around facilities (e.g. changing light bulbs), light repairs such as changing doorknobs, assembling furniture and other light equipment that does not require specialized skill
- d. You will maintain refuse and recycling in the appropriate manner on a routine basis
- e. You will routinely inspect facility inside and outside and report safety concerns

2. General Abilities

The Building Custodian shall be able to perform the following physical tasks:

- a. Climb ladders and stairs or other equipment designed to reach high spaces
- b. Work in small cramped spaces and confined areas, e.g. elevator, closet, windowless space
- c. Ability to reach, stand, kneel, and bend for prolonged periods
- d. Ability to lift and maneuver 50 lbs. waist high repetitively and ability to team lift and maneuver with and without assisting equipment, e.g. dollies
- e. Ability to communicate effectively, both verbally and in writing
- f. Subject to a ninety-day (90) qualification period

H. Established

This job description for the position of Building Custodian shall remain in effect until otherwise revised or rescinded by appropriate authority. All previous job descriptions pertaining to the position(s) described herein are hereby rescinded.