

**CITY OF FRANKLIN
CLASS SPECIFICATION**

DATE: 1/22

CLASS TITLE: PART-TIME BUILDINGS AND GROUNDS CUSTODIAN
DEPARTMENT: MUNICIPAL SERVICES
**REPORTS TO: BUILDING AND GROUNDS FOREMAN; DEPUTY DIRECTOR AND
MUNICIPAL SERVICES DIRECTOR**

JOB SUMMARY:

Works independently and under the direction of the Buildings and Grounds Foreman. Performs various routine duties involving cleaning, up-keep and maintenance of the interior and exterior of all City municipal buildings and grounds. Operates various types of machinery, power and hand tools essential to complete required tasks. Drives motorized vehicles incidental towards performing assigned tasks associated with the position or facility. May be reassigned temporarily to another Division outside of typical day to day job duties, in order to assist in snow and ice control, emergency call in duty or other vital need that may arise.

ESSENTIAL JOB FUNCTIONS:

Performs cleaning and general maintenance activities involving exterior upkeep of buildings, lands, grounds and beaches to include landscaping, mowing, cutting hedges, pruning, edging, blowing, mulching, removing small trees, weed trimming, shoveling, snow and ice control, trash pickup. Assists with facility recycling and trash collection to meet city solid waste disposal objectives relating to its program for public facilities; May perform other duties associated with maintaining and cleaning City grounds, buildings and facilities.

Inside and outside buildings: replaces light bulbs, performs light construction activities, painting and other such projects with assistance from the Foreman or another staff member.

Performs winter maintenance to exterior of buildings and walkways such as sanding, shoveling, snow blowing and snow removal.

Works independent of the Foreman to complete tasks, sometimes during off peak hours.

Assists in implementation of seasonal facility maintenance schedules, utilizing organizational skills and good judgment to complete job duties, some of which are daily, weekly, monthly and annual in nature.

Work environment involves frequent contact with the public of all age groups and genders and with other City Staff members in various City Departments in a setting that requires good appearance, polite manners and good rapport along with good communication and social skills, which, if not adhered to, may result in conflict.

Monitors mechanical systems within public buildings such as: Heating, Plumbing, Ventilation and Air Conditioning Units; Security and Communications Systems relating to building security; Electrical and Emergency Backup Power.

MATERIAL AND EQUIPMENT USED:

Cleaning chemicals and supplies; deicing chemicals and abrasives; corrosive detergents; small hand and cleaning tools; electric powered buffers, vacuums; small hand and power tools, ladders, lawnmowers, weed eaters, snow blowers, vehicles and other self-propelled equipment.

Motorized maintenance equipment such as a tractor; light duty dump or pickup truck; car or SUV.

Computers, Printer; Communications Equipment; Building Security Systems such as cameras, intrusion alarms and monitors.

MINIMUM QUALIFICATIONS REQUIRED:

Any combination of education, training and experience, which provides the knowledge, skills and abilities required to fulfill the job functions.

Clean criminal background record.

Valid class - C N.H. Driver License.

Ability to acquire special licenses or certifications relating to essential job functions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Cleaning techniques, landscape practices, light equipment maintenance and their proper use.

Skill in:

Use of general maintenance equipment.

Following oral and written instructions.

Mental and Physical Abilities:

Read and interpret written schedules.

Develop and maintain maintenance schedules.

Read and comprehend instructions, short correspondence, memorandum and work orders.

While performing the essential functions of this position, the employee is regularly required to stand; walk; use hands to finger, handle and feel with both arms; reach with hands and arms; walk, climb or balance; stoop, kneel, crouch or crawl; lift and/or move up to 100 pounds and climb ladders.

Ability to work varying and late-night work schedules during sometimes adverse weather conditions for a prolonged period of time.

WORKING CONDITIONS:

While performing the essential functions of this position, the employee will be exposed to fumes, germs, human bodily fluids, dust and other airborne particles, noxious odors, toxic or caustic chemicals, slippery conditions, varying temperatures which may at times be extreme in nature.

The incumbent's working conditions are typically busy and varying in nature with moderate exposure to extreme temperatures and outdoor weather conditions both indoors and outside in all seasons.

Daily/hourly job responsibilities and requirements may change frequently and vary in type based on evolving conditions within the Municipal Services Department, which the employee may have limited or little control over during the course of a work shift.

Employee is required to be in City uniform and utilize personal protective equipment and clothing.