



# Town of Pepperell

## Library Custodian

**Job Title:** Library Custodian

**Supervisor:** Library Director

**Hours Worked:** 10 Hrs./Week)

**Weekly Schedule:** Variable

**Department:** Library

**Salary:**

**FLSA Status:** Non- Exempt

### LIBRARY CUSTODIAN

#### **Position Purpose:**

The of this position is to provide routine custodial, interior and exterior maintenance and grounds keeping in connection with the care and upkeep of the Library. The Custodian is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the control of this position; identifying and initiating projects, and performs all other related work as required.

#### **Supervision:**

*Supervision Scope:* Performs routine custodial and building maintenance functions under specific instructions from the Library Director, and uses independent judgment required as to methods or procedures.

*Supervision Received:* Works under the general direction of the Library Director, referring all unusual cases to them. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

*Supervision Given:* None. This position requires working independently and generally working hours the library is not open to the public or other library staff.

#### **Job Environment:**

Work is performed at the library under some unpleasant conditions with exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions.

Operates hand and power tools, and other custodial equipment; may be required to wear protective clothing and mask.

Makes frequent contacts with library staff and cleaning person, and professional tradesmen; makes infrequent contacts with the general public; contacts involve discussing routine information.

Has no access to confidential information.

Errors could result in damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

**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 interior maintenance including replacing light bulbs and ballasts, checking for bad wiring, repositioning track lights for different exhibits. Performs painting, patching plaster, spot cleaning carpets, light carpentry, gluing chairs, and repairing and modifying bookcases, repairing door locks. Performs minor plumbing repairs to toilets, sinks, drains, and HVAC related maintenance.

Performs light grounds keeping including planting grass, trimming bushes/trees, removing snow and ice from sidewalks, entrances, and exits, cleaning windows, repairing broken windows, raking leaves, removing sticks and trash, etc. Seasonal projects may include setup and takedown of the tent and outdoor furniture, setting up rooftop rain barrels and exterior water hoses, cleaning gutters and snow removal/ice dams from the flat roof.

When cleaning person is on vacation, performs general cleaning and housekeeping within the Library, including waxing and buffing floors, vacuuming carpets and rugs, cleaning restrooms, emptying trash, dusting and general cleaning of offices and furniture, and refilling rest room supplies.

If assigned, is responsible for all physical aspects of the building including cleaning, setting up for special events, and building security.

Assists with miscellaneous projects requiring handy person skills.

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

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School Diploma; 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. 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, HVAC, etc. General knowledge of lawn and grounds 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 60 pounds or more. 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 and unusual noises.

*(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.)*