



TOWN OF GILFORD
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HELP WANTED

DEPARTMENT OF PUBLIC WORKS

CUSTODIAN

The Town of Gilford, DPW Buildings & Grounds Division is currently accepting applications for a Custodian. This is a year-round, full-time position with excellent benefits as set forth in the Town's Personnel Policies and a Union Contract (AFSCME, Local 534). The full pay range is \$16.42 - \$26.59 p/h DOQE. A copy of the job description is available upon request.

Applicants must possess a valid NH Driver's License and be able to pass a physical agility test. The ideal candidate will have previous experience performing custodial duties, including cleaning, maintenance, landscaping, shoveling snow, operating equipment, and emergency minor repairs on equipment and facilities, or an equivalent combination of skills. A proven record of dedication to superior job performance and teamwork is essential.

Applications will be accepted until position is filled - apply directly at DPW, 55 Cherry Valley Road or submit resume to DPW Director. EOE.

TOWN OF GILFORD, NH
JOB DESCRIPTION FOR BUILDING & GROUNDS CUSTODIAN



JOB SUMMARY

Performs routine building and grounds custodial cleaning and maintenance work in an assigned department; performs emergency minor repairs on equipment and facilities repair work when necessary.

SUPERVISION RECEIVED

Works under the direct supervision of the Building & Grounds Superintendent who assigns areas of responsibility, outlines policy, reviews work in progress and/or completion and provides instructions as necessary. Duties are performed according to established and specific procedures.

SUPERVISION EXERCISED

May provide general and/or direct supervision to other assigned lower grade employees.

EXAMPLES OF DUTIES PERFORMED

(Any one item listed may not include all of the duties necessary to perform the task, nor do the listed examples include all duties which may be found in positions of this class)

1. Sweeps, mops, waxes and polishes floors; washes walls and windows; dusts, polishes, arranges, and moves furniture; vacuums rugs; cleans lavatories, washbasins, and drinking fountains; empties ashtrays and wastebaskets.
2. Makes some minor plumbing repairs and replaces light bulbs.
3. Shovels snow and maintains walkways free of ice and snow; rakes and removes leaves and dirt.
4. Opens and closes buildings according to schedule; guards against vandalism and unlawful entry. Reports misuse of town equipment and property.
5. Paints floors, walls and building fixtures; performs simple carpentry repairs in the maintenance of buildings.
6. Operates vacuum cleaners, floor polishers, snowblowers, town vehicles and other power maintenance equipment to perform assigned duties.

Performs other duties as required....

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Ability to perform minor carpentry, masonry and plumbing repairs and recognize need for repairs. Ability to operate and perform minor servicing on light power equipment. Ability to follow written and oral instructions. Ability to establish and maintain effective working relationships with other employees, departments and the general public.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from high school or Technical school or equivalent. At least one (1) year of experience performing laboring or building maintenance work; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must possess a valid New Hampshire motor vehicle driver's license.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

Continuous physical effort required in performing duties requiring walking, standing, lifting cleaning materials and equipment while performing work under conditions similar to best shop conditions on inside work and exposure to adverse weather for outside duties with some disagreeable factors in both situations such as dust, dirt, heat, cold, snow, rain and sun.

PHYSICAL REQUIREMENTS

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| • Lift up to 10 lbs.: | Frequently required |
| • Lift 11 to 25 lbs.: | Frequently required |
| • Lift 26 to 50 lbs.: | Occasionally required |
| • Lift over 50 lbs.: | Rarely required |
| • Carry up to 10 lbs.: | Frequently required |
| • Carry 11 to 25 lbs.: | Frequently required |
| • Carry 26 to 50 lbs.: | Occasionally required |
| • Carry over 50 lbs.: | Rarely required |
| • Reach above shoulder height: | Frequently required |
| • Reach at shoulder height: | Frequently required |
| • Reach below shoulder height: | Frequently required |
| • Push / pull: | Frequently required |
| • Hand Manipulation:
(grasping, handling, fingering) | Frequently required |
| • Other physical considerations:
(twisting and bending) | Frequently required |
| • Kneeling & crouching: | Frequently required |

Equipment used: Vacuum cleaners, floor buffers, mops, snow blowers, shovels, snow scoops / shovels, dusters, assorted hand tools, computers, calculator, telephone, FM radio, cell phone, writing utensils,

paper, and other similar items. Also, motor vehicle abilities are necessary and expected.

Work Surfaces: Tables, desk, chairs, carpet, concrete flooring, tile flooring, asphalt, loam, snow, ice, dirt, rocks, grass, water and other similar surfaces.