

TOWN OF TOLLAND JOB DESCRIPTION

JOB TITLE:	Custodian	DEPARTMENT:	Parks and Facilities
REPORTS TO:	Parks and Facilities Supervisor	FLSA STATUS:	Hourly, Non-Exempt
BARGAINING UNIT:	Teamsters	CLASSIFICATION:	
DATE PREPARED:	June 2, 1999	DATE APPROVED:	6/8/99

SUMMARY

Performs routine building maintenance and other related tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans restrooms, windows, and other work areas

Uses mop to clean restroom floors, and vacuum to clean rugs and carpets

Collects paper and rubbish

Follows all standard safety rules and procedures

Reports tasks accomplished orally to Parks and Facilities Supervisor

SUPERVISED BY

Receives general supervision from the Parks and Facilities Supervisor

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE

The skills and knowledge required would generally be acquired with the ability to apply common sense understanding to carry out uninvolved written or oral instructions. Ability to relate to officials, staff and public in a courteous manner. Ability to work occasionally in poor weather conditions, including heat, cold, rain or snow.

LANGUAGE SKILLS

Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions.
Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES AND REGISTRATIONS

Not Applicable

PHYSICAL DEMANDS

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Stand				X
Walk				X
Sit	X			
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl			X	
Talk or hear			X	
Taste or smell		X		

LIFTING SCHEDULE

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

VISION REQUIREMENTS

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

WORK ENVIRONMENT

The work environment requires exposure to the following conditions:

	Amount of Time			
	None	Under 1/3	To 2/3	Over 2/3
	X			
Wet or humid conditions (non-weather)				
		X		
Work near moving mechanical parts				
		X		
Work in high, precarious places				
			X	
Fumes or airborne particles				
				X
Toxic or caustic chemicals				
			X	
Outdoor weather conditions				
		X		
Extreme cold (non-weather)				
		X		
Extreme heat (non-weather)				
		X		
Risk of electrical shock				
		X		
Work with explosives				
		X		
Risk of radiation				
			X	
Vibration				

The position requires exposure to the following noise levels:

Very quiet (examples: forest trail, isolation booth for hearing test)

Quiet (examples: library, private office)

Moderate noise (examples: business office with computers and printers,
light traffic)

Loud (examples: metal can manufacturing department, large earth-moving
equipment)

Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

NOTE: THIS DESCRIPTION IS ILLUSTRATIVE OF TASKS AND RESPONSIBILITIES THAT THE POSITION WILL ENTAIL. IT IS NOT MEANT TO BE INCLUSIVE OF EVERY TASK AND RESPONSIBILITY.