

## **Custodian (Town Hall Library)**

### **Summary of Responsibilities**

Under general supervision of Library Director/Assistant Director, performs cleanup and minor maintenance of the library building and the grounds to ensure the comfortable, clean, convenient, and safe operation of the library for both its patrons and staff.

Customer services include answering staff concerns, as well as patron inquiries regarding physical locations of collections, offices and personnel, as well as other needed facilities, such as restrooms and the community room.

### **Job Qualifications**

Education:

- High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.
- Possession of a Wisconsin motor vehicle operator's license.
- Some custodial experience/Previous experience with computerized building systems preferred.

Knowledge and Abilities:

- Ability to do minor plumbing and electrical repairs, carpentry and painting projects.
- Ability to follow detailed directions.
- Ability to quickly and efficiently carry out custodial tasks according to a regular schedule, proscribed safety procedures and with a minimum of supervision.
- Ability to work independently, organize and prioritize work, respond to varied/ changing work demands and make decisions as required.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
- Physical ability to move furniture and equipment, boxes and containers of library materials, shovel snow and ice, operate floor cleaning and maintenance equipment.
- Working knowledge of English grammar and spelling.
- Working knowledge of building systems including security, heating and air conditioning, fire protection equipment, controls operation, and maintenance.

Cognitive Requirements:

- Ability to apply technical knowledge.
- Ability to comprehend and follow instructions: effectively follow instructions from supervisor.
- Ability to deal with abstract and concrete variables.
- Ability to interpret technical regulations and instructions.
- Communication Skills: effectively communicate ideas and information both in written and verbal form.
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
- Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Time Management: set priorities in order to meet assignment deadlines and task schedules with a minimum of supervision.

### **Characteristic Duties and Responsibilities**

- Performs regular and routine inspection and preventative maintenance of the Library's building systems including security, heating and air conditioning, fire protection and promptly notifies the Library Director/Assistant Director when major repairs or maintenance work are needed.
- Performs assigned maintenance of the library building's halls, public areas, staff work areas, storage areas, stairways, and offices in a clean, orderly, safe and sanitary condition.
- Performs year-round upkeep of the library grounds including raking, pickup of litter, and maintenance/care.

- Empties trash receptacles and readies trash for regular garbage pickup/recycling.
- Maintains an orderly and sufficient supply of cleaning materials and promptly notifies Library Director/Assistant Director of re-ordering requirements.
- Performs routine upkeep of library furnishings and arrangement.
- Performs upkeep of the library's physical appearance through the performance of minor tasks of painting, carpentry, electrical work and plumbing.
- Performs other related work.

**Physical Job Demands**

- Ability to work in confined spaces.
- Bending/twisting and reaching.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Fingering: using hand tools, painting, hammering, operating switches and valves.
- Grappling, climbing using legs and arms, and balancing.
- Handling: hoeing a garden plot, sweeping, mopping, dusting.
- Lifting and carrying: up to 80 pounds.
- Pushing and pulling: objects weighing up to 150 pounds.
- Sitting, kneeling, crouching and crawling.
- Standing, walking, climbing using legs and feet, stooping, kneeling and crouching.
- Talking and hearing; use of the telephone.

**Environmental/Working Conditions**

- Flexible work hours: mostly early morning hours; some evening and weekend hours.
- Hazards: use of commercial/industrial cleaning chemicals. Some climbing involved in upkeep of lighting fixtures and maintenance of interior and exterior walls and ceilings.
- Inside work environment: 75% or more
- Outside work environment: up to 25%.

**General Equipment Used**

Basic cleaning equipment, including standard hand tools, broom, duster, floor buffer, mop and bucket, shovel, vacuum cleaner.

**This position description and expectations should not be interpreted as all-inclusive. They are intended to identify the major responsibilities and requirements of this job. You may be requested to perform job-related responsibilities and tasks other than those stated on this description.**

**I have read the above position description and understand the duties and responsibilities of the position.**

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**Employee Name (please print)**

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**Date**

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**Employee Signature**