

Town of Chilmark - Position Description - April 16, 2003

- I. POSITION TITLE: **Janitor**
- II. SUPERVISOR: Custodian
- III. GENERAL DESCRIPTION OF DUTIES: Clean all town buildings and perform light maintenance at all buildings.
- IV. DUTIES AND RESPONSIBILITIES:

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- A. Clean interior of town buildings, with approved cleaning products, as required, including but not limited to: Police Station, Menemsha School, Library, Town Hall, Fire Stations, and Community Center (except for the restrooms in Menemsha).
- B. Advise Custodian on required special maintenance and repair needs.
- C. Monitor custodial supply inventory.
- D. Shovel and de-ice steps and walkways of the town buildings as assigned.
- E. Keep entrance ways clear of debris and litter.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark.

- V. SUPERVISORY RESPONSIBILITIES: None
- VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
- A. Ability to work with minimal supervision.
- B. General knowledge of janitorial housekeeping functions and proper use of all cleaning products.
- C. One year janitorial or similar maintenance job experience.
- D. Ability to communicate effectively with all town employees, contractors, and the general public.
- E. Respect the privacy and confidentiality of co-workers, their actions, conversations, and work materials. Respect the public. Do not discuss or divulge any and all information to which is overheard in the course of job performance.
- VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade 5 Scheduled work hours may vary

Approved By: The Personnel Board

Date: 4/22/03 Chair: Jane R. Green

Reviewed By: Board of Selectmen

Date: 4/22/03 Chair: Shirley M. Lewis