



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Custodian	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Custodian	<b>FLSA Status:</b> Non-Exempt, Regular PT 30 hrs/wk
<b>Occupational Grouping:</b> Labor & Trade Services	<b>Union - Grade:</b> DMEA - 9
<b>Organizational Unit:</b> Recreation Department	<b>Primary Job Location:</b> McConnell Center, Locust Street

**JOB SUMMARY:** Performs routine cleaning and general maintenance in and around assigned city buildings and/or recreation facilities.

**ACCOUNTABILITY:** Works under the general supervision of the Recreation Director and may also receive direction from other department staff.

**SUPERVISION EXERCISED:** May provide instruction and lead assigned personnel in the completion of cleaning and maintenance activities as delegated by supervisor and/or department head.

**TYPICAL EQUIPMENT USED:** Telephone; vacuum cleaner; floor buffer; various analog and digital measuring instruments; various hand and power tools; power mowers and trimmers; ladders and scaffolding; passenger motor vehicles.

**TYPICAL WORK ENVIRONMENT:** Inside: 95%      Outside: 5%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Maintains appearance and cleanliness of floors and carpets to include sweeping, vacuuming, washing and waxing floors, as needed or determined by supervisor.
2. Empties trash receptacles in and around assigned buildings and transfers to disposal location.
3. Maintains clean and sanitary conditions, and supplies, in restrooms.
4. Maintains appearance and cleanliness of office and public areas in assigned buildings by dusting and washing desks, tables, countertops, walls, doors, glass and mirror surfaces.
5. Assists in cutting lawns, trimming shrubs, removing tree and leaf debris around assigned buildings.
6. Removes dirt, debris, snow and ice from walkways around assigned buildings.
7. Performs carpentry, electrical and plumbing repairs of a minor or routine nature.
8. Prepares and paints floors, walls and building fixtures.
9. Monitors condition of buildings and performance of equipment and components and alerts supervisor to maintenance needs and problems.
10. Performs preventive maintenance and minor repairs and adjustments to heating, ventilating, and other equipment and systems.

11. Prepares and maintains forms and other records related to inspections, test, repairs and the cleaning and maintenance of assigned buildings.
12. Maintains security by monitoring and limiting access to buildings in accordance with established policies and procedures.
13. Maintains inventory of supplies and requisitions replacements and new supplies as needed.
14. Operates and maintains building/facility illumination and safety equipment.
15. Maintains confidentiality with regards to activities/situations and individuals encountered while completing work assignments (i.e. memoranda, interviews, evidence, etc.).
16. Assists with other public works operations and projects including responding to and mitigating various man-made and natural emergencies, performing general maintenance of facilities, and assisting with City-wide snow removal efforts.
17. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
18. Maintains familiarity with and executes safe work procedures associated with assigned work.
19. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b> -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>CARRY:</b> -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Frequently required. -26 to 50 lbs.: Occasionally required. -over 50 lbs.: Rarely required. Assistance may be available.</p> <p><b>REACH:</b> -above shoulder height: Occasionally required. -at shoulder height: Frequently required. -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Frequently required. <b>TWISTING:</b> Frequently required. <b>BENDING:</b> Frequently required. <b>CRAWLING:</b> Rarely required. <b>SQUATTING:</b> Occasionally required. <b>KNEELING:</b> Occasionally required. <b>CROUCHING:</b> Occasionally required. <b>CLIMBING:</b> Frequently required. <b>BALANCING:</b> Rarely required. <b>GRASPING:</b> Frequently required. <b>HANDLING:</b> Frequently required. <b>TORQUING:</b> Frequently required. <b>FINGERING:</b> Occasionally required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b> Sit: &lt;1 hours Stand: 1 hour Walk: 2 hour</p>	<p><b>TOTAL HOURS:</b> Sit: 1 hours Stand: 4 hour Walk: 3 hour</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others. <b>HEARING:</b> Necessary for receiving instructions and information. <b>SIGHT:</b> Necessary for performing job effectively. <b>TASTING &amp; SMELLING:</b> Necessary for detecting noxious odors and fumes.</p>
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**TYPICAL WORK SURFACE(S):** Service counter; tables; computer work stations; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding; outside surfaces including flat, sloped and uneven ground.

**TYPICAL CONTROLS USED:** Telephone; automated and manual measuring/location devices; test kits and monitoring equipment; motor vehicle; electronic, mechanical and hydraulic controls.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to fumes, airborne particles, pathogens, and toxic or caustic chemicals. Some exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain;. Work may be near moving or mechanical parts and on or around electrical equipment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Some knowledge of methods, materials, and equipment used in custodial and grounds maintenance work. Some knowledge of general building repair and facility maintenance practices. Ability to follow written and oral instruction. Physical ability and stamina to perform required work. Ability to complete required forms and maintain accurate records. Ability to establish and maintain effective working relationships with employees, other agencies and the general public.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Minimum High School diploma or equivalent. Must maintain a valid motor vehicle operator license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: 7/1/96  
Job Description Developed: 7/1/96  
Revised: 05/11/16