



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

<b>Position:</b> Library Custodian	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Custodian	<b>FLSA Status:</b> Non-Exempt, Regular PT 20 hrs/wk
<b>Occupational Grouping:</b> Labor & Trade Services	<b>Union - Grade:</b> DMEA – Grade 9
<b>Organizational Unit:</b> Public Library	<b>Primary Job Location:</b> Public Library, 73 Locust St.

**JOB SUMMARY:** Performs routine cleaning and general maintenance in and around the public library

**ACCOUNTABILITY:** Works under the general supervision of the Building Maintenance Mechanic; also receives day-to-day direction from the Library Director.

**SUPERVISION EXERCISED:** None

**TYPICAL EQUIPMENT USED:** Vacuum cleaner; carpet cleaner; various hand and power tools; cleaning equipment, ladders.

**TYPICAL WORK ENVIRONMENT:** Inside: 90%      Outside: 10%

**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 all flooring and carpeting, including sweeping, vacuuming, shampooing, spot cleaning, washing and waxing floors, as needed or scheduled by supervisor.
2. Empties trash receptacles in and around assigned buildings.
3. Maintains clean and sanitary conditions, and stocks supplies, in five restrooms.
4. Maintains appearance and cleanliness of staff and public areas in the library by dusting surfaces and bookshelves, cleaning desks, tables, counters, walls, glass and mirror surfaces, and upholstery.
5. When necessary, clears snow and ice from paths, stairs, and portico. Distributes sand and ice melt.
6. Performs carpentry, electrical and plumbing repairs of a minor or routine nature.
7. Prepares and paints floors, walls and building fixtures.
8. Monitors condition of building, performance of equipment, and alerts supervisor about maintenance needs and problems.
9. Performs preventive maintenance and minor repairs or adjustments to heating, ventilating, and other equipment and systems.
10. Maintains security by monitoring public access to building and meeting rooms, in accordance with established policies and procedures.
11. Maintains inventory of supplies and requisitions replacements and new supplies as needed.
12. Maintains building/facility illumination.

13. Maintains confidentiality in regard to activities/situations and individuals encountered while completing work assignments.
14. Establishes and maintains effective working relationships with staff, other departments, and the general public.
15. Maintains familiarity with, and executes, safe work procedures associated with assigned work.
16. 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 hour 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 counters, desks, tables, computer stations. Carpet, tile, concrete and wood floors; ladders, stairs; outside surfaces including flat, sloped and uneven ground.

**TYPICAL CONTROLS USED:** Telephone; email; MS Outlook; 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 work. Some knowledge of general building repair and facility maintenance practices. Ability to follow written and oral instructions. Physical ability and stamina to perform required work. Ability to establish and maintain effective working relationships with staff, other departments, 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 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 checked="" 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: 05/07/2018