

Maintenance/Janitorial Position Job Description

Nature of Work:

This part-time position is to maintain the town buildings in a safe and orderly condition.

Duties and Responsibilities include but are not limited to the following:

Repairs, maintenance, and cleaning of town buildings. Maintaining and repairing windows doors, occasional moving of furniture, boxes, or other items and other projects as needed.

Changing of light bulbs, procuring hardware items and supplies, Check all fire extinguishers, and water filters monthly. Clean of all buildings on a weekly basis including cleaning floors, windows, cleaning rugs, etc.

Clearing of all snow and ice around the front of buildings, around town office, generator room, clearing a path from back door of town office to the front parking area, placing sand as needed around buildings and around the mailbox area located across the street from the office. The town hall ramp must be kept clear of snow and ice. Removal of snow from the roof as needed.

Also all duties listed on the maintenance position task list (attached).

Requirements of work:

Must be physically able to complete the work assigned.

Must be knowledgeable concerning use of hand tools, safe use of ladders, snow blower, shovels, scrapers, roof rake, cleaning supplies, etc.

Must maintain a supply of sand and salt for both buildings and make sure the walkways are sanded as necessary.

Approved September 21, 2023