The Town of Newport is currently accepting applications for a part-time **Maintenance Custodian.** This position performs routine buildings and grounds custodial cleaning and maintenance work in Town buildings, in order to provide a safe, clean environment for employees and the public. Performs all other related work as required.

Minimum qualifications: Knowledge of the equipment required to maintain the facilities. Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Knowledge of maintenance and repair procedures, practices, methods and materials. Thorough knowledge of occupational hazards and safety precautions in assigned are is essential. High School diploma with some experience desired; or an equivalent combination of education, training, and experience. Possession of a valid driver's license required. Salary $14.10/hour; 30 hours per week.

To apply, please submit an application to: Town Manager's Office, ATTN: Joanne Dufour, 15 Sunapee Street, Newport, NH 03773 or jdufour@newportnh.gov. Applications may be obtained at the Town's website (www.newportnh.gov). Interested candidates should review the full job description available on our website.

The Town of Newport is an Equal Opportunity Employer.

September 15, 2020

MAINTENANCE CUSTODIAN – CEMETERIES, BUILDINGS & GROUNDS NEWPORT, NH

Performs a variety of routine unskilled and semi-skilled manual laboring duties involving buildings and grounds custodial cleaning and maintenance work in Town Buildings, and cemeteries and parks, in order to provide a safe, clean environment for employees and the public. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below 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.)

- Assists with routine maintenance of Town grounds buildings and equipment by watering, digging, planting, weeding, removing brush, mowing, raking, sodding, painting, washing and cleaning of planted areas and grounds, shops, recreation facilities and other Town structures and property; operates riding mowers and tractors; removes refuse from town grounds.
- Cleans buildings, sanitizes bathrooms, vacuums, dusts, washes floors, collects and sorts trash for recycling, cleans walls, light fixtures, etc.
- Paints, makes minor repairs, cleans walkways, maintains supply of paper products.
- Washes and paints outside of building, handicap ramps, planters and performs lawn care.
- Shovels snow from roofs and walkways; salts and sands walkway as needed.
- Set up, breaks down, assists renter and supervises functions at the Opera House.
- Secures the building at the end of the day and assists Opera House association staff when needed.
- Secures Town Office building at the end of the day.
- Assists in tree maintenance and removal work, pruning and removing dead, weak and infected limbs; plants small trees, watering and attaching appropriate braces.
- Loads and unloads heavy materials into and from trucks; moves sand, dirt, trash, stone, etc. with wheelbarrow.
- Maintains picnic tables and trash receptacles.
- May operate pick-up trucks, dump trucks, power tools and some mechanical work as necessary; runs air compressor.
- Assists with locating grave sites; opens and closes graves.
- Keeps track of cleaning supplies, equipment and product inventory.
- Assists any other Town employee with any other job upon request.
- Maintains a clean and safe environment for staff and the public in all Town Buildings.
- Makes emergency repairs, performs routine plumbing, electrical and carpentry repairs and installations as needed.
- Arranges and moves furniture.
- Sweeps, mops floors, washes windows, cleans furniture, vacuum rugs, empties waste receptacles, sanitizes and disinfects specific areas and replenishes supplies in rest rooms as necessary.
- Performs similar or related work as required, directed or as situation dictates.
- Opera House set up and break down for events.
- Booking and coordinate Town Common and Opera House events.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma with some experience desired; or an equivalent combination of education, training, and experience. Possession of a valid driver's license.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the equipment required to maintain the facilities. Some knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Knowledge of maintenance and repair procedures, practices, methods and materials, Thorough knowledge of occupational hazards and safety precautions in assigned area is essential.

Ability: Ability to perform minor carpentry, electrical and plumbing repairs and recognize need for repairs. Ability to follow written and oral instructions. Ability to follow proper methods, procedures and safety precautions. Ability to establish and maintain effective working relationships with other employees. Good physical condition is required to perform heavy physical labor.

Skill: Skill in the operation of equipment and in the operation and maintenance of equipment used in the Department.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primarily involves physical labor. It requires both indoor and regular outdoor work, performed under varying weather and other conditions with exposure to some occupational risks. Must be able to access traverse uneven terrain, and enter, exit and operate vehicles. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites and sewer locations. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. Employee is required to regularly engage in strenuous physical effort, including: repetitious physical motions; operation of heavy and light equipment, vehicles, tools; and moving about all indoor and outdoor work sites efficiently.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations. Functions are generally well defined and limited in scope but may involve some judgement and initiative in determining method of completion.

Supervision Received: Works under the direct supervision of the Building Manager.

Supervision Given: None

Job Environment:

- Work is performed indoors and outdoors at which time the employee may be exposed to weather extremes of hot and cold temperatures and inclement weather. The majority of work is performed outdoors. Work environment is very loud.
- The employee is required to traverse uneven terrain and is subject to the hazards associated with working with moving mechanical parts, sharp blades, fumes, toxic or caustic chemicals, and heavy equipment.
- Regularly operates vacuum cleaners, drills, table and power saws, sanders and other power maintenance equipment. Uses hand/power tools.

- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues. Interacts occasionally with other town departments, the general public and contractors working for the department.
- Work environment is often loud and at times is very loud.
- Errors could result in delay of department services, and have legal and/or financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.