

**Town of Provincetown, Massachusetts**  
**GRADE 5 AFSCME UNION POSITION**  
**DPW Building & Grounds Custodial Staff Job Description**

**Definition:**

Physical and manual work involving the cleaning and care of town owned buildings and associated grounds; all other related work and/or building as required or assigned.

**Distinguishing Characteristics:**

You will work under the direct supervision of the Buildings & Grounds Maintenance & Repair Foreman and indirectly under the direction of the Public Works Administration.

You will perform routine custodial duties requiring a moderate measure of responsibility and judgment in determining method of completion.

Custodians fill in at other buildings as assigned.

Custodian will keep track of supplies and will notify foreman when supplies are low and needs restocking.

Make frequent contacts with other town departments and the general public.

Errors could result in costly damage to interior buildings, personal injury, create hazards to public safety and cause some monetary loss.

Constant light to heavy physical effort required in performing duties which consists of frequent lifting, moving heavy furniture and equipment, standing, kneeling and climbing ladders/stairs and shoveling snow from public walkways; some exposure to weather and to the hazards associated with chemicals and cleaners.

**Examples of Work:**

Performs general custodial work at assigned building such as; sweeping, dusting, vacuuming, washing and waxing floors, cleaning restrooms, polishing and waxing furniture, emptying waste baskets in offices and common areas, washes windows and any other general custodial duties.

Performs grounds care, to include; mowing grass, trimming hedges, edging, weeding, raking, picking up litter, keeps the surrounding sidewalks and streets neat and free of litter and leaves (any planting will be done by the maintenance staff with the assistance from the Beautification Committee).

You will inform your Building & Grounds Repair and Maintenance Foreman of any plumbing, electrical, carpentry repairs or problems; also of any problems with fire sprinklers, smoke alarms, heating system, air conditioning, generators, elevators, lights, furnace and radiators.

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You will prepare rooms for public gatherings, to include; setting up and removing tables and chairs, sweeping, mopping and waxing floors, dusting and waxing furniture, collect and dispose of all trash.

Operates and maintains vacuum cleaners, lawn mowers, weed whackers, buffers and related equipment; notifies foreman of any repairs needed for furniture and equipment.

You will perform other similar or related duties as required or as situation dictates.

**RECOMMENDED MINIMUM QUALIFICATIONS**

**Education and Experience:**

At least a tenth grade education; one to two years experience in custodial and/or janitorial work; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

General knowledge of cleaning materials and methods needs the ability to perform light to heavy physical work.