

BRIGHTON TOWNSHIP

EMPLOYEE NAME:

JOB CLASSIFICATION: Custodian – Parks

POSITION DESCRIPTION/SUMMARY:

Maintenance and cleaning of park buildings and grounds, including community bathrooms, concession areas, pavilions and surrounding sidewalks and landscaping. Keeps inventory of cleaning and maintenance supplies.

JOB RESPONSIBILITIES/DUTIES:

1. Must be able to operate equipment and tools pertinent to the maintenance of the park buildings and grounds (vacuums, floor buffer, hand tools, etc.)
2. Performs maintenance and cleaning of park buildings and grounds. Duties include basic maintenance activities, such as vacuuming, mopping, sweeping, buffing and waxing floors, painting, cleaning bathrooms, cleaning kitchen appliances, cleaning windows and blinds, changing light bulbs, dusting, emptying trash cans, placing refuse in dumpsters, etc. May be required to conduct routine maintenance and repairs of minor equipment or of buildings and facilities.
3. Conducts basic maintenance of grounds around park buildings, including raking leaves, sweeping sidewalks and maintaining landscaping and/or flowerbeds. May be required to trim hedges. Collect litter and dispose of in trash receptacles.
4. Removes snow from sidewalks as needed.
5. Maintains inventory of needed supplies, coordinates ordering of needed supplies with other Township maintenance personnel.
6. May be required to drive to various locations to pick up supplies and/or equipment.
7. Maintain work area and equipment in clean and orderly fashion.
8. Operates vehicles and equipment in safe manner, and utilizes proper safety equipment, clothing and precautions in performance of duties.
9. Performs related work as required.

SKILLS

1. Mathematics: Ability to add, subtract, multiply and divide.

2. Writing: Ability to record basic data, maintain work sheets, and write reports on work completed.
3. Speaking: Ability to communicate clearly with Manager, co-workers and public.
4. Employee must be capable of working independently with minimal supervision. Identifies tasks that need to be done, and acts independently to complete them.

SUPERVISION:

Employee is supervised by the Manager and works under his direction. Employee does not supervise other employees.

PHYSICAL DEMAND/WORK ENVIRONMENT:

Employee is subject to a flexible work schedule, which may include evenings and weekends.

Work can be physically strenuous, requiring lifting of heavy objects, shoveling, operation of hand and power tools and climbing ladders.

Work is normally performed in doors. However, employee may be required to work out-of-doors where employee will be subject to inclement weather conditions including rain, snow, high temperatures or cold weather for the conduct of certain maintenance activities.

EDUCATION/EXPERIENCE:

High School diploma or equivalent.

One (1) years prior work experience.

Valid Pennsylvania Driver's License.

MANAGEMENT RIGHTS:

The Board of Supervisors specifically reserve management rights which include, without limitation, the Township's rights to: direct, plan and control operations; determine and redetermine job content, job descriptions, and job standards; to be the sole judge of the quality and quantity of work required; determine and redetermine the work to be performed, and by whom; determine and redetermine the method, hours, and manner of performing work; hire, promote, demote, lay off, and recall employees; discipline, suspend, or discharge employees for just cause; assign or transfer employees to needed tasks; adopt and modify from time to time, and enforce, as necessary, reasonable Township policies, rules, and regulations to maintain order, safety and/or efficiency.

TOWNSHIP APPROVAL:

Signature

Date

EMPLOYEE ACKNOWLEDGMENT:

Signature

Date

Board Approval 12/8/2008