

CUSTODIAN

Classified/Competitive

**Salary Range: Scale B, Range 2
B.U.: Library**

PURPOSE OF CLASS:

In the Town of Hamden this class is accountable for performing the full range of custodial, security, and maintenance duties at one or more of the library facilities.

SUPERVISION RECEIVED:

Works under the direct supervision of the immediate supervisor or an employee of higher grade.

SUPERVISION EXERCISED:

May oversee work of employees assigned to assist in custodial duties. Involvement includes physical safety aspects and providing some simple instruction.

EXAMPLES OF DUTIES:

Performs custodian tasks and maintenance of assigned areas such as rooms, offices, kitchens, dining rooms and lavatories including outdoor areas (i.e., trash around buildings); dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment; enforces library regulations regarding public behavior i.e., noise, play on elevators, safety; assists in crisis prevention; sweeps walks; collects and disposes of trash; reports needs for repairs; performs minor maintenance; runs errands; inspects buildings for damage and reports conditions to supervisor; may change light bulbs and replace fuses; may lubricate or tighten door hinges, drawers, cabinets, etc.; may replace ceiling or floor tiles; may remove snow and ice from stairways and walkways around buildings; may sand and salt stairways and walkways; drives library van to transport books, materials and supplies from branches and Central Library to wherever needed; performs daily delivery of materials to all library locations; hangs/takes down pictures/displays; sets up and takes down tables, chairs and equipment within the library; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of building maintenance, materials and methods used in cleaning; ability to use and repair manual and power-driven cleaning and polishing equipment; skill in simple repairs; ability to deal effectively with staff, associates and the public; ability to enforce regulations firmly but courteously; interpersonal skills and verbal facility necessary to deal fairly and effectively with associates and the public; ability to follow oral and written instructions; and some ability in simple record keeping.

EXPERIENCE AND TRAINING:

High school diploma or equivalency certificate and a minimum of two (2) years responsible experience in general building maintenance, and/or construction.

PHYSICAL REQUIREMENT:

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. This position requires frequent use of a ladder and may require occasional use of a lift. A physical examination may be required.

WORKING CONDITIONS:

Incumbents in this class may be required to lift moderate to heavy weights and may be exposed to risk of injury from equipment and/or patrons.

SPECIAL REQUIREMENT

Incumbents in this class will be required to possess a current Connecticut Driver's License.