

Approval Date: March 10, 2020

Revised Date: \_\_\_\_\_

***TOWN OF SOUTHWICK***  
**JOB DESCRIPTION**

**HEAD CUSTODIAN**

**SUPERVISION RECEIVED:**

This position reports to the Supervisor of Buildings and Grounds and generally reports to the Chief Administrative Officer.

**SUPERVISION EXERCISED:**

This position supervises, schedules, and oversees all Town custodians. The Head Custodian conducts orientation training for Town custodians.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Meets with the Supervisor of Buildings and Grounds daily. Communicates with Department Heads who oversee the following departments in order to determine specific cleaning needs: Police, Fire, Library, DPW, Town Hall and COA locations.
- Executes all work orders assigned by the Supervisor of Buildings and Grounds.
- Conducts check-ins with all custodians routinely to assure the Town's needs and duties are met.
- Schedules coverage for extra events and for substitute coverage of custodians when necessary.
- Collects timesheets to verify hours worked by custodians and reviews timesheets with the Supervisor of Buildings and Grounds.
- Oversees all daily scheduled events in Town Hall and other Town facilities as necessary or instructed.
- Sets up and decorates for parties/events.
- Maintains the flower beds.
- Decorates the Town showcase when empty.
- Sets up and takes down holiday decorations.
- Cleans and disinfects rooms, furniture, washrooms, and toilets.
- Polishes furniture, floors and metal work.
- Vacuums and cleans floors/rugs.
- Washes walls, woodwork, and air vents.
- Performs minor plumbing and electrical duties if needed (i.e. unclogging toilets/changing light bulbs).
- Operates thermostat and safety controls.
- Collects and disposes of refuse on a daily basis.
- Inspects lighting and replaces as necessary.

- Maintains list of supplies, tools and equipment. Keeps track of the supply budget. Orders supplies, tools and equipment. Distributes supplies for all buildings; picks up supplies where needed (Costco, City Vacuum, IBS, etc.).
- Distribution of copier paper to buildings; checking building conditions and informing supervisor of any issues with a building's condition.
- Lock/unlock buildings or designate other custodians to perform this function.
- Evening/night and weekend work required in order to respond to backfill staff needs, snow storms, building equipment failures and other emergencies on occasion.
- Keeps supervisor aware of equipment in need of repair.
- Daily check of building log-books and review the building use calendar to determine which locations each employee is assigned to.
- Assist with snow and ice removal.
- Move furniture as assigned and as needed.
- Performs other tasks as required and/or assigned by the Supervisor of Building and Grounds, or his/her designee.

**EDUCATIONAL AND WORK EXPERIENCE:**

**Required:** High School Diploma, G.E.D., or equivalent; previous custodial experience.

**Preferred:** 3+ years of previous custodial experience.

**SPECIAL KNOWLEDGE/ABILITIES FOR POSITION:**

- Strong Interpersonal and Customer Service Skills
- Ability to Work with Numerous Departments and Agencies
- Ability to Adjust to Varying Work Situations
- Must be Able to Comprehend Verbal and Written Instructions
- Demonstrated ability to take direction, assume responsibility, meet deadlines, and work independently
- General knowledge of cleaning materials and methods
- Knowledge of safety procedures for storage, usage, handling and disposal of potentially hazardous waste and cleaning materials

**TOOLS AND EQUIPMENT USED:**

Works with cleaning solutions and equipment such as vacuum, broom, mop, plunger, buffer machine, shovel.

**ENVIRONMENTAL CONDITIONS:**

The employee works mostly indoors with some outdoor exposure to cold and heat including snow and ice removal.

**PHYSICAL REQUIREMENTS:**

Frequent moderate physical effort as employee is required to move from one area to another; may be required to climb and stoop, extensive walking, reaching, standing. Frequently required to lift, move, and/or push furniture and equipment weighing 50 lbs or more. Physical agility to access all areas to be cleaned and maintained.