

**TOWN OF SUNAPEE
FIRE DEPARTMENT CUSTODIAN
FIRE DEPARTMENT**

The Town of Sunapee NH is seeking an Custodian for the Fire Department. The Custodian is responsible for routine maintenance and cleaning of the Safety Services Building. Successful applicant will have a high school diploma or equivalent, 6 month to one year of custodial experience preferred. More than one year's experience can be substituted for education requirement.

An application form is available at the Town Office, 23 Edgemont Road, Sunapee NH or online at www.town.sunapee.nh.us.

The Town of Sunapee is an Equal Opportunity Employer.

Salary range is \$15.15-\$21.91 per hour depending on experience.

Applications should be mailed to: Town of Sunapee, 23 Edgemont Rd, Sunapee, NH 03782 or can be left in person at the Town Office, 23 Edgemont Rd., Sunapee NH.

Town of Sunapee, NH

POSITION: Custodian

DEPARTMENT: Fire Department

FLSA STATUS:

REPORTS TO: Fire Chief

LABOR GRADE:

DATE: April 2019

GENERAL SUMMARY

Performs routine maintenance and cleaning of the Safety Services Building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain appearance and cleanliness of floors and carpets in the Safety Services Building.

Empty trash receptacles in both buildings.

Maintain clean and sanitary conditions in restrooms in both departments.

Wash and wax floors in restrooms.

Maintain cleanliness of glass and mirror surfaces in both departments.

Inventory cleaning supplies, and report to the Fire Chief.

Monitor performance of equipment and components and alert the Fire Chief to problems or improvements.

Perform other duties, as assigned.

SUPERVISORY CONTROLS

This position does not require any supervisory responsibilities.

COMPLEXITY

The position includes a variety of normal custodial duties.

SCOPE AND EFFECT

The scope of the position includes keeping the Safety Services Building in state of cleanliness.

PERSONNEL CONTACTS

Contacts are typically with the Fire and Police Chiefs and other fire and police department personnel.

PURPOSE OF CONTACTS

The purpose is to plan, schedule, organize, coordinate, implement, direct and to provide advice.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or G.E.D., 6 months to one year of custodial experience preferred. More than one year's experience can be substituted for education requirement. Ability to work for departments with different needs, and understand and follow instruction.

TOOLS AND EQUIPMENT KNOWLEDGE & USE REQUIREMENTS

Hand and small power tools; telephone; vacuum cleaner.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or grasp; reach, grasp and torque with hands and arms; to speak, see, hear and smell. Employee must occasionally lift, carry, and move up to 25 pounds, frequently reach above and below shoulder height, and frequently required to push and /or pull. Other physical demands include frequently twisting, bending, crawling, squatting, kneeling, crouching, climbing and balancing.

WORK ENVIRONMENT

When in the Safety Services Building you may be exposed to unnatural light, office equipment noises, office product chemicals, air conditioning, floor and bathroom cleaners, cleaning agents and solvents. etc. As stated most work takes place inside but you may be exposed to fumes in the sally port and the apparatus bay area. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK SCHEDULE

The work schedule is at the discretion of the Fire Chief.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.