

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Custodian

**Department:** Library

**Appointing Authority:** Board of Library Trustees

**Affiliation:** Wayland Library Staff Association

**Grade:** L-C

**Personnel Board Approved:** 8/15/05

**Summary of Duties**

Implements the policies of the Board of Library Trustees and Library Administration regarding good building maintenance, which includes cleanliness of the facility and proper operation of plumbing and other building systems. May assist with library-related tasks such as locating and shelving library materials.

**Supervision Received**

Works under the supervision and coordination of the Library Director or designee.

**Supervision Exercised**

None

**Job Environment**

Performs work under typical library building conditions with normal interruptions; work schedule may involve evening and weekend work when needed; work environment in the library setting is moderately quiet; work environment around building equipment and structures may become noisy and/or dirty.

Operates and may perform maintenance and repair on library equipment (such as heating units, air conditioner, etc.) and structures.

May operate standard office equipment, including a computer and keyboard.

Has frequent contact with patrons, employees and vendors.

Errors could result in financial loss, time loss, confusion and delay of services, poor public relations, reduced services to employees and patrons.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Performs housekeeping and maintenance activities to include vacuuming, dusting, recycling, trash disposal and cleaning of public and staff toilets with minimal disruption to the public.

Sets-up library meeting room or other library facilities in preparation for meetings and events; may prepare coffee, arranges tables, chairs and other requested equipment.

Performs library-related activities such as emptying the book drops, sorting newspapers, locating and shelving library materials and shelf reading to aid in locating materials; stores gifts and other library materials for sales.

Keeps outside grounds in order, removes dead branches and other debris; waters grounds as needed; may do light snow-shoveling and sanding/salting of walkways to keep them safe.

Cleans window and rugs as needed.

Keeps copy machines supplied with paper and toner; keeps administration informed if supplies or professional repairs are needed.

Assists library director or designee as needed with building repairs; performs small painting, carpentry, plumbing, electrical fixture and other related repair work as needed.

May oversees oil deliveries; record and track oil level in tank.

Tracks building supplies; informs administration of materials to be purchased.

May perform messenger duties to Town Building, Post Office, etc.

Performs other duties as assigned

### **Recommended Minimum Qualifications**

#### **Education:**

High School diploma or equivalent. Applicable vocational courses desirable.

**Experience:**

Two years work experience in the building maintenance and cleaning.

**Substitutions:**

None.

**Licenses/Certificates:**

Drivers License

**Knowledge, Abilities and Skills**

Understanding of basic aspects of heating, ventilation, and air conditioning systems and equipment desirable.

Ability to correct minor plumbing problems such as clogged toilets, drains, etc.

Ability to perform required maintenance on the building's systems and structures.

Ability to meet library standards for cleanliness without constant direct supervision.

Ability to understand the library's system for organizing books and other materials in order to assist in performing required duties.

Ability to cope with a large variety of maintenance tasks and allocate work time to adequately accomplish them.

Ability to maintain a helpful, courteous manner with staff and patrons while dealing with a large variety of maintenance tasks, interruptions, and requests for assistance.

Ability to communicate clearly.

Ability to advise Director on repairs and maintenance.

Ability to operate a motor vehicle.

Skill to operate building systems and effect required maintenance and repairs.

**Physical Requirements:**

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Physical effort required to perform duties under typical building grounds and building maintenance and repair conditions. Frequently required to sit, stoop, crawl, stretch, talk and hear. Frequently required to set up and break down chairs and tables; required to lift and carry up to 60 pounds.