

**Town of Gibraltar
Position Description
Maintenance/Janitorial**

Department: Town Shop

Title: Maintenance/Janitorial

Status: Full time /part time

Hours: Hours to be determined by Supervisor and Town Administrator (or Town Chairman) Weekend Hours Required. All overtime must be authorized in advance by the Town Administrator or Town Chairman.

Position Reports To: Town Administrator/Maintenance Supervisor

Function: Maintenance of Town grounds/roads/facilities, janitorial duties in Town-owned buildings

Duties of Maintenance Employees:

- A. To follow the orders as given by the Town Administrator and Maintenance Supervisor.
- B. To promote a harmonious working relationship among all town employees.
- C. To follow safe practices and use safety devices & equipment at all times.
- D. To exercise good judgment at all times.
- E. Be courteous and respectful to all people.
- F. To be on time and ready for work.
- G. To refrain from accepting gifts of any kind.
- H. To abstain from being under the influence of alcohol and/or all illicit substances when reporting to work, as well as on the job.
- I. To perform various job tasks, some of which are (but not limited to):
 1. Operate all equipment in a safe, non-abusive manner.
 2. Maintain all Town owned facilities.
 3. Perform repairs or maintenance on all Town equipment and buildings.
 4. Window washing of town facilities.
 5. Through cleaning of Town Center, Library, Town Offices, Town Hall, Noble Square Public Restrooms, Ephraim-Gibraltar Airport Restroom and Office as directed.
 6. Occasional unscheduled clean-ups in restrooms, Town Hall, Town Center as directed by Administrator and/or supervisor.
 7. Maintain janitorial supplies inventory, provide ordering requirement to supervisor as needed.
 8. Open/close graves and maintain cemeteries (reset head stones, snow removal, mowing, etc).
 9. Trash collection from parks, public buildings and grounds.
 10. Keep trash /recycling receptacles clean.
 11. Seasonally set garbage/recycling receptacles.
 12. Tree, brush and grass cutting along roads and on public grounds.
 13. Assist in maintaining existing roads (cold patch).

14. Assure road culverts and storm sewers are maintained and kept open.
15. Snow removal on village area sidewalks as necessary.
16. Snow plow in areas where County cannot reach or is too difficult.
17. Snow removal at all Town facilities (parking lots and sidewalks).
18. Lawn mowing, edge trimming, clipping disposal, fertilizing, weed-killing, flower planting and weeding on Public properties.
19. Maintain wood-chip pathways, trimming hedges and shrubs etc. on Public properties.
20. Maintain and keep clean Town streetlights.
21. Maintain and install seasonal road signage.
22. Maintain information/regulatory signs on Town roads as needed.
23. Maintain/repair/replace street name signs as needed.
24. Maintain sign retro-reflectivity inventory.
25. Maintain bi-annual Paser road ratings.
26. Maintain public wood benches.
27. Seasonal installation and removal of dock ramps, ice eaters, etc.
28. Complete and turn in required paperwork in a timely fashion.
29. Accept job training, when requested and attend job related seminars when requested.
30. Other duties as assigned.

Minimum Qualifications

- A. Self-starter with minimum supervision required.
- B. Good organizational skills to maximize time spent and demonstrate good work ethic.
- C. Good communication skills and the ability to work well with co-workers and the general public.
- D. Good working knowledge of lawn and maintenance skills, equipment operation and safety requirements.
- E. Ability to use and maintain power tools such as riding and push mowers, hedge trimmers, leaf blowers, chain saws etc.
- F. Ability to work outdoors in difficult working conditions such as uneven ground surfaces, in heat, cold, wind rain or snow.
- G. Good cleaning skills for restrooms, offices, etc. thoroughly and as directed; capacity for worst-case scenarios in cleaning situations.
- H. Ability to sit, kneel, bend, stoop, walk, climb, carry as required to complete road, janitorial or grounds maintenance projects.
- I. Maintain a valid driver's license, must possess a clean driving record.
- J. Ability to pick up 50#.