

JOB DESCRIPTION

Job Title: **Building Custodian Maintenance Person**

General Duties and Responsibilities for building maintenance include, but are not limited to, the following: The Building Custodian Maintenance Person will be responsible for maintaining all the Town owned buildings. The custodian duties will be performed at the municipal building; fire departments; town shop; parks and other buildings as assigned. This position will take direction from and report to the Public works Superintendent, Town Clerk or Town Chairman. The candidate will work independently and should be a motivated self-starter with the ability to identify needs and schedule the work accordingly. The candidate should have knowledge of carpentry, painting, basic electrical/plumbing work, preventative maintenance and working with other service providers. This position should have knowledge and experience with the use of effective cleaning products and obeying all safety rules and regulations. This position will work both inside and outside.

- Perform building maintenance duties including but not limited to the following:
 - Inspection and repair of buildings, roof and gutters as qualified
 - Replaces light bulbs and fixtures
 - Unplug drains/repair basic plumbing
 - Picks up litter in and around buildings
 - Snow-blowing/shoveling snow from walkways; removing snow/ice from roof
 - Maintaining building security (ie: lock doors, windows, etc.)
 - Conserve energy by turning down heat and turning off lights in unoccupied areas or hours of operation

General Duties and Responsibilities for custodian include, but are not limited to, the following:

- Clean and maintain all bathrooms
- Sweep and mop floors
- Dust tables, furniture
- Vacuum
- Wash windows inside/outside
- Set up/break down for meetings, elections, etc. (i.e. tables/chairs, etc.)
- Empty trash, garbage and recyclable containers
- Replace light bulbs and fixtures
- Ordering and maintaining inventory of custodial supplies
- Stock consumables-toilet paper, paper towels, etc.

Qualifications:

- Must possess a High School diploma or equivalent
- Must be a Wisconsin resident
- Must possess a valid Wisconsin Driver's License
- Valid Wisconsin Commercial Driver License (CDL) is preferred but not a job requirement
- Must be able to read, write and communicate in the English language
- Must be able to read and understand instructions and use tools to complete furniture assembly, HVAC maintenance, etc.
- Operate and maintain building equipment
- Perform other building related duties as assigned by Town Clerk or Town Chairman
- Must pass a pre-employment drug/alcohol test and criminal background check

Salary and Benefits:

- \$16.00-\$19.00 per hour depending on experience and qualifications. Benefits include health insurance plan, dental reimbursement, vacation and sick leave benefits and Wisconsin Retirement System. *(Benefits will be pro-rated if less than 40 hours per week employment)*

Notice: This position description has been prepared to assist in defining job responsibilities. It is not intended to be a complete list of job duties, responsibilities, and/or essential functions, nor does it limit or modify the right of the Town to assign, direct and control the work of employees under its supervision. The Town retains and reserves any and all rights to change, modify, amend, add to or delete from any part of this document as it deems, in its judgment, to be proper.

Application & deadline:

Applications shall consist of the following:

Town of Three Lakes Job Application
Resume
Salary expectation

Original applications must be received in the Town Clerk's office by April 30, 2021.

Mail to:

Town of Three Lakes
Attn: Sue Harris, Town Clerk
P.O. Box 565
Three Lakes, WI 54562

The Town of Three Lakes is an equal opportunity employer.