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| **CAPITOL REGION EDUCATION COUNCIL POSITION DESCRIPTION** |
| **Position Title:** Custodian **Program:** CREC-wide  **General Purpose:**  Under the supervision of the Program director or designee, to keep office building, school or similar building in clean and orderly condition, and to perform minor maintenance to buildings, grounds and equipment.  **Essential Duties and Responsibilities:** 1.     Performs cleaning tasks as scheduled including sweeping, mopping, scrubbing and vacuuming. 2.     Empties waste baskets, trash, garbage and other recepticals. 3.     Maintains building and equipment including performing minor and routine painting, plumbing, electrical wiring and other related maintenance activities.  Replaces air conditioner filters.  Notifies supervisor of need for major repairs or additions needed to lighting, heating and ventilating equipment. 4.     Assists in maintaining security, fire safety and property protection for assigned areas. 5.     Performs grounds keeping tasks such as lawn mowing, trimming shrubbery, cultivating flowers, raking leaves, removing snow and debris and deicing walking and playing areas. 6.     Sets up rooms for meetings, events and classes.  **Knowledge, Skills and Abilities** High school education with one year of experience in facilities, equipment and grounds maintenance or equivalent combination of education and experience.  Must have skills in general repairs, cleaning and painting and a basic understanding of plumbing, electricity, carpentry and heating/air conditioning systems.  Requires ability to use hand tools and to operate portable electric equipment and tools.  Depending upon location, may require a valid State of Connecticut Driver’s License or a Connecticut Public Service License.  **Supervision** None.  **Working Conditions** Requires regular standing and walking.  Occasionally required to sit, bend, climb or balance, stoop, kneel, crouch or crawl.  Requires ability to lift and/or move up to 50 pounds.  Frequent exposure to outside weather conditions with occasional exposure to wet/frigid/or humid conditions, moving mechanical parts, fumes or air born particles, toxic or caustic chemicals and vibration.  These statements are intended to describe the general nature and level of work being performed rather than give an exhaustive list of all duties and responsibilities.  **Date:** 3/20/98 |