

CARETAKER

GENERAL STATEMENT OF DUTIES: Performs cleaning and semi-skilled maintenance tasks, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class are responsible for routine manual work requiring efficient performance of simple cleaning and building maintenance tasks. Duties may also involve minor repair tasks. Work is performed according to a well-established routine. When the operation of a heating system is involved the work required is of an elementary nature. Supervision is not usually a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Sets thermostats to control heating and/or air conditioning system;

Sweeps, mops and waxes floors, washes windows, polishes furniture and dusts and performs other cleaning duties;

Performs groundskeeping activities, as required, such as cleaning snow, mowing lawns, raking leaves, trimming shrubs, planting flowers, and general grounds maintenance such as clearing litter and debris;

Delivers packages, mail and messages;

Requisitions supplies through supervisor or makes direct purchases;

Performs minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment;

Reports need of major repairs to superior;

Checks doors and windows to see that they are closed or locked where proper;

Moves and arranges chairs, tables, and other furniture or equipment;

May undertake simple plumbing, electrical, carpentry or painting tasks;

May check on or monitor fuel oil supply and reports shortages

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: Good knowledge of building and cleaning practices, supplies and equipment and the ability to use them economically and efficiently; familiarity with the operation and maintenance of heating systems; ability to make semi-skilled plumbing, electrical, carpentry, and mechanical repairs; ability to perform a variety of routine cleaning and maintenance tasks; ability to understand and follow simple oral and written directions; thoroughness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Ability to read and write.