



The Town of Abingdon is seeking to employ a full-time custodian/maintenance employee who will be responsible for various duties within the Indoor Parks and Recreation Department.

Principal Responsibilities:

- Perform basic custodial duties to include: sweeps, mops and waxes floors and stairwells; vacuums and cleans carpets on a routine basis; cleans windows and changes light bulbs; dusts and/or polishes furniture, window ledges, banisters, ceilings, radiators, bleachers, light fixtures; maintains and cleans restrooms, drinking fountains, and kitchens in a sanitary manner; removes litter and waste paper from inside the building and on the grounds surrounding the building; sets up and takes down for meetings and other activities; carries equipment, tables, chairs and other objects weighing up to 50 pounds and must climb stairs; performs minor repairs to the facility and equipment; utilizes safety measures and assists in the overall safety at all times inside the building and on the grounds; replaces soap and paper products in dispensers. Responsible for maintenance of grounds maintenance to include lawn care, leaf/limb removal, tennis court clean up, and may require general plumbing and electric maintenance throughout areas of the center and grounds.

Salary is based upon qualifications. Interested applicants should review the full job description and complete the Town of Abingdon Employment application located on the town website: http://abingdon-va.gov/?page_id=248 no later than 5:00pm on Friday August 18, 2017.

The Town of Abingdon is an Equal Opportunity Employer, women and minorities are encouraged to apply.

Town of Abingdon Parks and Recreation Department

Job Description: Custodian / Maintenance

Reports to: Co-Director

Summary:

This position is responsible for the overall cleanliness of the facility and general maintenance of the surrounding grounds as well as set-up for activities/events. The employee must be able to work on a daily basis without supervision and make reasonable judgments and decisions when necessary. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having possible occupational exposure to Bloodborne pathogens; the employee is subject to drug and/or alcohol testing for pre-employment, reasonable suspicion, random, post-accident, promotion and transfer, return to duty and follow-up. The position requires work on early mornings, days, nights, weekends and holidays.

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Knowledge, Skills and Abilities:

- Knowledge of basic custodial procedures and ability to complete assigned tasks within work time comparable to other custodial personnel.
- Ability to understand and carry out oral and written instructions and posted schedules.
- Ability to perform a variety of routine cleaning tasks.
- Knowledge of and the ability to use hand tools, such as hammers, screwdrivers, pliers, power tools, etc.
- Ability to perform the duties of the job for an entire workday.
- Knowledge of basic plumbing and electrical.
- Knowledge of lawn equipment.
- Possess some knowledge of and/or the ability to learn about occupational hazards and safety precautions.
- Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to repeatedly lift.
- Ability to carry equipment up and down stairs and climb ladders up to 20 feet and to change light bulbs and clean windows at heights up to 40 feet.
- Must be able to distinguish between cleaning materials.
- Ability to carry out duties with a minimum of daily supervision.
- Knowledge of and the ability to operate janitorial equipment such as buffers, carpet cleaners, etc.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to perform a variety of tasks simultaneously or in rapid succession.