



City of Milford
**Maintenance/
Custodial Technician**
Pay Grade: G01

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Experience in custodial and building maintenance work. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license is required. Must pass pre-employment testing for substance abuse, criminal background and motor vehicle driver's license history.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Police Captain

Supervisory Responsibility: None

Primary Work Location: Indoors with occasional exposure to outdoors

Job Summary: The Maintenance/Custodial Technician performs responsible, semi-skilled custodial and building maintenance work in the care and cleaning of the Police Department facility.

The Maintenance/Custodial Technician shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service.

Supervision Received: Work is performed under the general supervision of the Police Captain.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Sweep, mop, wax and use buffers on floors; cleans bathrooms, offices, cell block and cells, booking area, recreation areas and other special purpose facilities.
- B. May be asked to strip and wax floors.
- C. Paint the interior doors and walls.
- D. May operate light automotive equipment.
- E. Run errands; empty trash cans; wash windows; mow grass, rake leaves.
- F. Perform simple electrical repairs, bulb, ballast changes, etc.
- G. Perform basic maintenance and service on generator.
- H. Perform basic electrical, carpentry and plumbing jobs.
- I. Order custodial supplies and materials.
- J. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Building maintenance practices, supplies and equipment and ability to use them economically and efficiently
- Basic carpentry, electrical and building maintenance practices



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Skills

- Time management

Abilities

- Capable of maintaining a pro- active personality.
- Able to understand written and oral communication.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

Employee:

Human Resources Administrator:
