



**City of Milford**  
**Building Maintenance and**  
**Custodial Technician**  
Pay Grade: 1

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**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:** Police Station

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

The Building Maintenance and 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.

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**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:

- **Floor & Facility Cleaning:** Sweeps, mops, waxes, and buffers floors; cleans bathrooms, offices, cell blocks, booking areas, recreation areas, and other specialized facilities.
- **Floor Refinishing:** Strips and waxes floors when required.
- **Painting & Minor Repairs:** Paints interior doors and walls; performs simple electrical repairs (e.g., changing bulbs and ballasts) and basic generator maintenance.
- **Equipment & Grounds Maintenance:** Operates light automotive equipment; runs errands, empties trash cans, washes windows, mows grass, and rakes leaves.
- **General Maintenance:** Completes basic electrical, carpentry, and plumbing tasks.
- **Supply Management:** Orders custodial supplies and materials.
- **Other Duties:** Performs related work as assigned.

**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.

**Skills**

- Time management

**Abilities**

Effective Date: July 2025



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- 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 position. I would like to have a second review of the job description with my manager and human resources.

Chief of Police \_\_\_\_\_

Employee \_\_\_\_\_

Human Resources Director \_\_\_\_\_