



GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES



SOG NUMBER: PER-112 ISSUED DATE: 12-22-21 EFFECTIVE DATE: 12-22-21
REVISION #: 0 REVISED DATE: EFFECTIVE DATE:
CATEGORY: PERSONNEL
SUB-CATEGORY: JOB DESCRIPTION
SUBJECT: CUSTODIAN
RELATED GUIDELINE: PER-001

Section I – Introduction

A. Objectives

To identify the job description associated with the position of Custodian, which shall include the essential job functions, additional job functions, knowledge, skills, abilities, and the physical and mental effort along with environmental conditions.

A Custodian will complete these duties in accordance to the Town of Glastonbury Fire Department's mission statement, and its core values of Commitment, Respect and Integrity.

B. Applicability

The job description is an outline of the roles and responsibility of a Custodian within the Glastonbury Fire Department. The Custodian is responsible to the Captain of the assigned station and must have three (3) full years of experience/service with the Glastonbury Fire Department.

C. Reference

None

Section II - General Description

A Custodian performs cleaning and routine maintenance of the assigned fire station to ensure a safe and effective atmosphere.

Section III - Essential Job Functions:

The custodian responsibilities shall include, but are not limited to the following:

- Overall cleanliness of the fire station, which includes all common areas (i.e. hallways), Captain's Office, Communication Room, Social Hall, Kitchen and restroom facilities.
- Responsible to empty all recycling/garbage containers on a weekly basis.

- Ensure that all paper towel, soap and toilet dispensers are well stocked and in proper working condition.
- Thoroughly clean all restroom facilities and kitchen areas on a weekly basis and as needed. This shall include all toilets, sinks, shower stalls and countertops.
- Sweep and/or mop all common areas, Captain’s Office, Communication Room, Social Hall, Kitchen and restroom facilities on a weekly basis, and as needed.
- Responsible to ensure that all of the necessary cleaning supplies are on hand and reorder any supplies necessary through the Town of Glastonbury’s Facilities Maintenance Department.
- Report any building defects to the Captain within a timely manner.
- Possess and able to demonstrate strong interpersonal skills, able to work in harmony with others in a professional manner.
- Considerable initiative and imagination.

Section IV - Additional Job Functions:

Additional job functions shall include, but are not limited to the following:

- Use of manual and power tools in the performance of duties.
- Inspect and perform light maintenance within the building and grounds.
- Perform other duties as assigned.

Section V – Knowledge, Skills and Abilities

- Ability to detect problems, analyze situations, recommend and implement solutions to problems.
- Ability to understand, interpret, properly apply and follow guidelines, and to follow detailed instructions, both verbal and written.
- Knowledge of department rules, regulations, and procedures.
- Ability to perform routine maintenance to station.
- Ability to use Department software systems in performance of duties.
- Demonstrate quality oral, written and electronic communication skills.
- Ability to accept responsibility.

Section VI – Physical and Mental Effort along with Environmental Conditions

A Custodian is expected to:

- Perform a variety of tasks, including lifting heavy objects, on slippery, hazardous surfaces.
- Ability to lift 50 pounds frequently and 75 pounds occasionally.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform Essential Duties with or without reasonable accommodation.

Section IX – Approval

Fire Chief Michael King

Date of Approval 12-22-21