



BATH
MAINE *City of Ships*

Employee Job Description

Job Title	Custodian
Department	Facilities
Grade Level	02
FLSA Status	Non-Exempt
Union Status	Non-Union
Employment Status	Full Time Permanent
Last Updated	August 3, 2026

GENERAL PURPOSE:

Performs a variety of skilled and unskilled tasks in the care and maintenance of City buildings, City property and City grounds.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Facilities Director.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for general janitorial duties including, but not limited to, daily maintenance and cleaning of interior of designated City buildings. Completes thorough “deep cleaning” of specific areas when directed.
- Safely uses a variety of cleaning chemicals, tools, and electronic equipment such as vacuums, floor polishers, and others.
- Responsible for stocking and re-ordering custodial supplies from City approved vendors and contractors.
- Performs maintenance and cleaning of exterior of City buildings, City property, City grounds and snow removal as directed.
- Notify the Facilities Director or their designee of any building, equipment or property issues that require further attention, repair or replacement.
- Responsible for building supervision after regular open hours, such as during meetings, programs, and recreation activities.
- Performs other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School diploma or equivalent.
- Experience in cleaning, custodial services, preferred.
- Any combination of experience and training which demonstrates the skill and ability to perform the work.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, materials and supplies used in building and grounds cleaning, and regular building maintenance practices.
- Working knowledge of safe and effective use of tools, techniques, and chemicals used for such tasks.
- Ability to read, understand, and follow written and verbal instructions.
- Ability to notice building operation, cleanliness, and safety issues and respond to them as they arise.
- Ability to complete job tasks well and correctly, often while working independently or alone.
- Able to represent the City of Bath in a polite and professional manner when interacting with coworkers and members of the public.
- Ability to establish effective working relationships, and to work both independently and with a team.
- Must be able to maintain confidentiality.
- Must pass a background check.

PHYSICAL REQUIREMENTS

This job frequently performs unskilled and semi-skilled labor, indoors and outdoors. The employee must frequently lift and/or move up to 50 pounds, and occasionally move up to 100 pounds with assistance. Duties require sustained movement, physical exertion, or holding a position. Some duties require ladder use at heights of up to 15 feet. While performing the duties of this job, the employee is frequently required to use fine and gross motor skills to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand, walk, sit, talk and listen. The employee is occasionally required to climb or balance; stoop, kneel, reach, crouch, or crawl. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made.

This job description does not constitute an employment agreement and is subject to change.
The City of Bath is an Equal Opportunity Employer