

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see below for a detailed job description.)

DEPARTMENT OF FACILITIES MANAGEMENT PART-TIME CUSTODIAN

The Town of Rocky Hill is seeking qualified applicants for the position of part-time Custodian in the Department of Facilities Management. Incumbents' job duties include, but are not limited to, setting up for day and evening functions at the Town Hall Campus, Community Center, Library and other Town Buildings, cleaning/maintaining buildings, and other responsibilities as assigned by the Head Custodian or Director of Facilities Management.

Requirements of this position include but are not limited to: performing continuous physical activity and lifting of moderate to heavy weight materials; and frequently walking and standing on your feet.

Applicants must be flexible with schedule. This position requires Saturday availability with additional day and evening hours during the week.

There are two positions available: 1) part-time position; and 2) temporary part-time position with no guarantee regarding length of employment. Both positions are non-bargaining and the salary range is \$13.00 per hour. *Anticipated* work schedule of 19 hours per week, with possibility of additional hours based on business needs. Once the temporary part-time assignment ends, the incumbent may be eligible to remain on a per diem or "as needed" call list to cover future employee absences. These positions do not include benefits, paid holidays, or paid time off.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Rocky Hill Employment Application. Please submit all application materials to the Department of Human Resources (hrdept@rockyhillct.gov) via electronic mail. Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: PART-TIME CUSTODIAN
DEPARTMENT: FACILITIES MANAGEMENT
REPORTS TO: HEAD CUSTODIAN
SUPERVISES: N/A
BARGAINING UNIT: NONE

Summary of Responsibility:

Assisting in the maintenance and cleanliness of the Town Hall Campus, Community Center, Library and other Town Buildings as assigned.

Essential Functions:

1. Setting up for day and evening functions at the Town Hall Campus, Community Center, Library and other Town Buildings as assigned.
2. Cleaning/Maintaining a section of the building assigned by the Head Custodian or Director of Parks and Recreation/Facilities Management.
3. Dry and wet mopping, sweeping, stripping, waxing and buffing of floors.
4. Dusting, washing and polishing as necessary.
5. Moving of furniture.
6. Cleaning and disinfecting of bathrooms.
7. Emptying of waste/recycling containers.
8. Securing building by closing and locking doors and windows.
9. Vacuums and/or cleans furniture, window treatments and floors.
10. Painting rooms, furniture, partitions and other items as necessary.
11. Assists as needed when and where as directed by supervisor.
12. Assists staff by lifting heavy objects and occasional tasks as needed
13. Removal of snow in the immediate vicinity of building.
14. Ascertains that the outside of the building, especially sidewalks, driveways, playgrounds, ash trays, and garbage's are accommodating to the safety of all occupants.
15. Maintains good working relationship with staff, supervisors, and members of the public who use the facilities.
16. Performs other duties as assigned by Head Custodians or Director of Parks, Recreation and Facilities Management.
17. Must be able to work flexible shifts to fill in for absences, vacations, personal time etc. taken by other employees.
18. Must be able to work weekend hours when needed.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. High School Diploma/GED
2. Ability to read basic operating instructions and reports
3. Ability to perform physically demanding tasks

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight materials.
2. Frequently is required to walk and lift.
3. Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
4. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.