

TOWN OF ROCKY HILL INTERNAL JOB POSTING
(This is an advertisement. Please see pages 2 - 3 for a detailed job description.)

DEPARTMENT OF FACILITIES MANAGEMENT
CUSTODIAN, 2:00 pm – 10:00 pm

The Town of Rocky Hill is seeking qualified applicants for a custodial position in the Department of Facilities Management. Applicants must demonstrate knowledge of and experience in custodial practices, mechanical aptitude, independent judgement, good physical condition, and an ability to deal effectively with co-workers, the public, and other stakeholders.

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 as requested, cleaning/maintaining any Town building, and other responsibilities as assigned by the Head Custodian or Facilities Director.

Requirements of this position include but are not limited to:

- Performing continuous physical activity and lifting of moderate to heavy weight materials;
- Frequently walking and standing on your feet; and
- A valid CT Driver's License.

This position is a part of the NAGE Local RI-266 Union. Salary (effective 7/1/2018: \$21.20) and hours are in accordance with the Union Contract which can be viewed online at www.rockyhillct.gov/unioncontracts.

Completed applications must be submitted to the Department of Human Resources, ATTN: Camille Gilbert (hrdept@rockyhillct.gov), and must include: 1) an Internal Application for Employment; 2) a resume; and 3) a letter of intent which demonstrates how the applicant meets the qualifications. Applications must be submitted no later than **4:30 p.m. on Wednesday, March 27, 2019**.

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: CUSTODIAN
DEPARTMENT: FACILITIES MANAGEMENT
REPORTS TO: DIRECTOR OF FACILITIES AND HEAD CUSTODIAN
SUPERVISES: N/A
BARGAINING UNIT: NAGE LOCAL RI-266

Summary of Responsibility:

As directed by the Head Custodian, this position performs varied custodial and minor maintenance work in assigned Town-owned buildings, structures and properties, adjacent walks and grounds. Position exercises some independent judgement subject to the review of the Head Custodian and Director of Facilities relative to general cleaning, floor maintenance, routine painting, equipment maintenance, and snow and ice removal for entrances and walkways of assigned Town-owned buildings and properties. This position partners with other staff across departments (including permanent, part-time and seasonal employees) to monitor the cleanliness, maintenance, aesthetics and security of buildings, and to ensure the public and other Town employees have appropriate use of, and access to, assigned Town-owned buildings and properties.

Essential Functions:

1. As assigned by the Head Custodian, cleans and maintains the aesthetics and building finishes of assigned Town-owned buildings and properties, including but not limited to offices, rooms, restrooms, hallways and stairways, windows, and other areas. Ensures that wastebaskets and recycling baskets are emptied, and ensures proper disposal of contents.
2. Prepares rooms for use by private organizations (i.e., setting-up and tearing down chairs, tables, and equipment in meeting and function rooms in assigned Town-owned buildings and properties.
3. Performs snow and ice removal relative to entrances and walkways of assigned Town-owned buildings and properties.
4. As instructed, engages in proper use and maintenance of cleaning equipment (including but not limited to brooms, mops, vacuum cleaners, etc.) to dust, sweep, and clean floors, carpets, rugs, furniture, upholstered furniture, blinds, walls, woodwork, ceilings, windows and sills, doors, and equipment.
5. Performs minor painting of rooms, furniture, partitions and other items as directed.
6. Follows all applicable health and safety rules and procedures, including OSHA regulations, and attends training to stay abreast of the same. Secures related certifications as required, or as requested by the Director.
7. Keeps Head Custodian apprised of inventory of supplies and equipment, and replenishes supplies and materials for the Town as assigned (i.e., replace light bulbs, replenish toilet paper and soap dispensers, etc.).
8. May be assigned to provide support to other Town staff relative to administrative functions, preparation for special events, food service assistance, and other related job duties.
9. May be required to attend training and professional development activities, and obtain/maintain certifications related to certain job duties.
10. Picks-up and delivers supplies and materials to assigned Town-owned buildings and properties.
11. Performs courier services for the Town.
12. Conducts exterior inspections to ensure that lighting, sidewalks, entrances and exits are maintained, clear and free from any potential safety issues. Reports instances of inappropriate use of Town-owned buildings and properties (i.e., vandalism, loitering, misuse of Town

equipment, etc.), and contacts supervisor and/or appropriate Town departments for any assistance.

13. As part of a custodial crew and/or team, supports team effort by ensuring that his/her own work and the work of other teammates (permanent, part-time and seasonal) meets departmental standards.
14. At the end of his or her shift, secures/locks facilities and sets alarms.
15. Performs related duties as required.

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 required, along with some demonstrated knowledge of custodial practices and some mechanical aptitude.
2. Connecticut Motor Vehicle Operator's License required.
3. Must be able to read and apply workplace health and safety policies to his or her work, including OSHA-related rules, as instructed by the Head Custodian.
4. Ability to establish and maintain effective and collegial working relationships, and work climate, with peers, management, stakeholders and the public.
5. Must be able to effectively organize his or her own work in a fast-paced environment, and address multiple competing priorities.
6. Ability to exercise independent judgment, think quickly, assess situations and make sound decisions.
7. Must be available to regularly work outside normal business hours.

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, kneeling, crouching, crawling, reaching and lifting of moderate to heavy weight material up to fifty (50) lbs.
2. Required to have the dexterity to operate and control tools, and equipment used within this job group (including the use of hands to handle, feel or operate objects, tools or controls; and reach with hands and arms). Must have the dexterity to utilize a computer keyboard on a regular basis.
3. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
4. Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
5. Must be able to work standing for extended periods of time (i.e., up to six (6) hours per day without a break).
6. While performing the duties of this job, the employee is expected to work outdoors in all weather conditions, as required.
7. Must be able to frequently work near moving mechanical parts, in precarious places, and be exposed to wet and/or humid conditions, extreme cold, and extreme heat.
8. Must be able to read and interpret SDS sheets; and must be able to follow recommendations when handling and dealing with toxic materials that can emit fumes in the work area.
9. Must be able to perform in a work environment that is quiet to noisy, depending on the task or equipment being used.

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