

County of Norfolk

Facilities Maintenance Department

JOB POSTING

CUSTODIAN

HOURLY RATE: Job Grade 9/Step to Be Determined. Fiscal Year 2021 Hourly Base Rate: \$18.76 to \$21.76 based on Step in accordance with Union Collective Bargaining Agreement and Night Differential Rate Provision if applicable.

SCHEDULE AND LOCATION: Full-time, benefitted position. Forty (40) hours/week, Monday through Friday; may include overtime on evenings and weekends.

May be assigned to any building per departmental needs within the First Shift (7:30 a.m. to 3:30 p.m.) or Second Shift (3:30 p.m. to 11:30 p.m.) as directed by the Superintendent of Buildings or his designee.

GENERAL STATEMENT OF DUTIES: Performs general custodial work in connection with the cleaning and maintenance of a building, or of an assigned area within a building, or a group of buildings; performs related work as required.

SUPERVISION RECEIVED: Works under the supervision of an employee of a higher grade who reviews performance for efficiency and conformance with instruction.

EXAMPLE OF DUTIES:

1. Cleans offices, rooms, corridors and other spaces of a County owned or operated building or buildings.
2. Cleans, waxes, polishes, buff floors, clean carpeted areas.
3. Washes windows, woodwork, toilets, lavatories, washrooms and fixtures, dusts, polishes furniture.
4. Empties and cleans waste barrels, garbage cans and other waste and trash receptacles.
5. Moves furniture if required.
6. Replace water bottles on coolers if required.
7. Sets temperature regulators and tends furnaces.
8. Ensures building is open on a timely basis. Secure and lock at end of workday.

9. Sweeps, sands, cleans and shovels snow from stairs and walkways; rake leaves, trim hedges, cut grass and generally assists in keeping outside areas in an orderly fashion.
10. Make general repairs of a simple nature.
11. May operate a low pressure boiler.
12. May assist in painting buildings and or equipment.

QUALIFICATIONS:

1. Considerable knowledge of cleaning and maintenance supplies, and methods commonly employed in housekeeping cleaning operations.
2. Ability to operate and care for cleaning equipment.
3. Ability of operate a low pressure steam boiler.
4. Ability to make general repairs of a simple nature.
5. Ability to follow direction oral and written.
6. Physical ability to withstand strain of performing manual tasks.
7. Some experience in general custodial duties.
8. Working knowledge of the type, properties, quality and uses of cleaning supplies and equipment, and their effect on some of the various types of construction and finishes.
9. Valid Massachusetts license required.

WORKING CONDITIONS

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

- Involves risks or discomforts, e.g. working in public buildings and/or around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.
- May be exposed to hazardous materials.
- Requires working in an outside environment.
- Performs significant physical labor. Stoops, kneels, crouches, and/or crawls. Frequently lifts and/or moves objects weighing up to 100 pounds such as tools, equipment, supplies, etc.

- Must be able to access all levels of building/structure, traverse uneven terrain, climb a ladder, and enter and exit from vehicles.
- Manually operates department tools and equipment.

HOW TO APPLY

Applications may be submitted electronically to mlabadini@norfolkcounty.org or mailed/dropped off to the Norfolk County Commissioners' Office, 614 High Street, P.O. Box 310, Dedham, MA 02026. The Norfolk County Commissioners' Office is currently closed to the public, but staff is working and can receive dropped-off applications by calling (781) 461-6105. Please complete accompanying application and provide resume, cover letter and 3 professional references included in the application.

Submitted applications are to be to the attention to the Norfolk County Commissioners. **Closing date for all applications is Friday, October 16, 2020 at 4:00 p.m. NO LATE APPLICATIONS WILL BE ACCEPTED.** The Superintendent of Facilities and County Director will review applications immediately after submission deadline date and coordinate interviews. Recommended candidate(s) will be presented to the County Commissioners as the hiring authority.

Offers of employment are contingent on verification of information supplied on the Application for Employment, the results of a pre-employment physical, successfully passing a Criminal Offender Record Information (CORI) check, a pre-employment drug test, and a six (6) month probationary period.

The forgoing statements describe the general purpose and responsibilities assigned to this position and are not an exhaustive list of all responsibilities and duties that may be assigned or skill they may be required.

The County of Norfolk is an Affirmative Action Equal Opportunity Employer.