

Promotional   
Open

Please Post  
12/24/15

NOTICE OF VACANCY

DEPARTMENT: PUBLIC WORKS BUILDINGS/GROUNDS DIVISION

JOB CLASSIFICATION: CUSTODIAN I

SALARY RANGE: \$16.45 - \$17.96/HOUR

HOURS: 40 - NORMAL WORK HOURS WILL BE 6:00 AM TO 2:30 PM MONDAY THROUGH FRIDAY.

**BENEFITS:** VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

**SUBJECT TO:** One Year Probationary Period  
Union Agency Shop  
Successful Completion of Employment Physical  
CORI check

**NATURE OF WORK:** This is varied custodial work involving building maintenance duties in town buildings. Although an employee of this class is responsible for the performance of general cleaning and custodial work, he/she may perform limited building maintenance and repair tasks, heating plant operations, grounds work and snow removal. The employee works under the general supervision of the Building/Grounds Foreman, receiving specific instruction on random needs or jobs.

**EXAMPLES OF WORK:** Sweeps, mops and polishes floors; washes walls, windows, and woodwork, dusts, polishes, arranges, or moves furniture and equipment. Replaces light bulbs, unstops and cleans lavatories and toilets. Maintains, replenishes and issues cleaning and related supplies and equipment. Operates boilers, providing heat for a building; cleans, services and repairs heating, ventilating, and air conditioning systems, including such tasks as lubricating motors, changing filters, and cleaning boiler flues. Does minor plumbing and electrical maintenance and repair; replaces broken windows and screens and other building parts. Performs related work as required. Participates in snow removal as assigned; performs maintenance of the interior and exterior of Town buildings as well as ground maintenance as assigned, including the cemetery. May be temporarily assigned to work in other DPW Divisions as required. Shall perform any other work that may be required.

**REQUIREMENTS OF WORK:** Knowledge of building maintenance and cleaning practices, supplies and equipment; knowledge of the operation and care of heating, ventilating, and air conditioning systems; some knowledge of general carpentry, plumbing, and practical electricity; ability to meet and deal courteously with the public and to understand and carry out oral and written instructions; ability to perform semi-skilled maintenance and repair tasks without immediate supervision; experience in building maintenance including some experience in heating plant operation; knowledge and experience in operating of snow blowers, riding and push lawn mowers, leaf blowers, string trimmers, and other grounds maintenance tools; a high school diploma or GED equivalent and possession of a valid Class D Massachusetts Driver's License. Employment shall be subject to a Massachusetts Criminal Offender Record Information (CORI) check.

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: Open until filled.

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE  
STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520 • 508.210.5501 or visit  
[www.holdenma.gov](http://www.holdenma.gov) Employment Opportunities  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED