

## Notice of Vacancy

### Town Hall – Library Custodian

The Essex Board of Selectmen hereby announces the subject vacancy. The Town Hall/Library Custodian position is a physically-demanding, part-time position (19 hours per week) that will require the incumbent to bend, to lift heavy objects, to continuously move about the work site, to work outdoors in inclement, hot, or cold weather, to operate machinery, and to hand-shovel snow, if necessary. The Town Hall/Library Custodian reports to the Town Administrator, who will provide work assignments that will include a regular, cyclical regimen of activities with a list of special projects, as assigned, to be performed as time allows. This position presently carries an hourly wage range of \$17.09 - \$20.50 and no benefits are offered. The actual hourly wage will be negotiated commensurate with experience. Please send a cover letter and resume to Mr. Brendhan Zubricki, Town Hall, 30 Martin Street, Essex, MA 01929 to be received no later than December 14, 2017. Job Description follows:

### JOB DESCRIPTION

#### CUSTODIAN – TOWN HALL/LIBRARY

**OVERVIEW:** The Town Hall/Library Custodian position is a physically-demanding, part-time position (19 hours per week) that will require the incumbent to bend, to lift heavy objects, to continuously move about the work site, to work outdoors in inclement, hot, or cold weather, to operate machinery, and to hand-shovel snow, if necessary. The Town Hall/Library Custodian reports to the Town Administrator, who will provide work assignments that will include a regular, cyclical regimen of activities with a list of special projects, as assigned, to be performed, as time allows.

#### **SKILLS AND ABILITIES:**

- The ability to operate a snow blower and to hand-shovel snow.
- The ability to manually operate cleaning equipment such as mops, brooms, and vacuum cleaners (including backpack style), and to manually transport equipment throughout the work site.
- The ability to perform light maintenance activities, such as painting, caulking, minor repairs, hanging objects on walls and in/on window frames, light bulb and tube replacement, HVAC filter replacement, floor waxing and periodic care, landscaping, or other activities as assigned relative to building interiors, exteriors, and grounds.
- The ability to work a flexible schedule that may include evenings, nights, weekends, or holidays. All efforts will be made to adapt the schedule to the incumbent's needs, given the part-time nature of the position.
- The ability to work overhead with hand tools and to work on, carry, set up, and take down ladders and stepping stools.
- The ability to collect trash from individual waste baskets to basement barrels and to move full trash containers and bags out of building for DPW pickup.
- The ability to keep buildings secure after completion of work by remembering to lock doors and cabinets when necessary, and by keeping keys to doors and cabinets out of the hands of any unauthorized personnel.

#### DAILY RESPONSIBILITIES (at least five days per week):

- Gain entry to building using key fob and utilize master key in Selectmen's Office for entry to all other spaces while working, taking care to leave master key in its dedicated storage place before leaving the building. Lock each door after completing work in a particular space.
- Empty trash: All offices, restrooms, common areas, and library, at least five days per week. Collect trash in basement barrels (not on stair landings) and set out in outdoor trash locker for weekly DPW pickup.
- Check all interior and exterior floors, carpets, rugs, and mats and spot vacuum, sweep, or dust mop or wet mop as necessary, depending on conditions.
- Keep restrooms clean to include daily cleaning and sanitization of toilets and sinks and daily cleaning and sanitization of surfaces, floors, and door handles/faucets. Replace toilet paper, paper towels, and hand soap as needed. Vacuum, sweep, and wash floors as needed.
- Clean and sanitize water fountains on a regular basis.
- Keep Selectmen's Assistant and Town Administrator informed regarding any needs for new equipment or supplies that are necessary to conduct work properly and safely.
- Any other duties in line with the nature of public property maintenance and light repair described above and as otherwise assigned by the Town Administrator.

#### WEEKLY RESPONSIBILITIES (more often if circumstances dictate):

- Clean and sanitize countertop, sink, and faucet in third-floor kitchenette.
- Vacuum Library as necessary, but at least twice per week (working around Library hours).
- Vacuum all floors to include front outdoor carpet at Town Hall entrance, front entrance hall, Library entrance hall, all offices, all common areas, stairs, and third floor auditorium (including restrooms) as needed. Dust mop all non-carpeted floors at least twice a week or as needed if heavy traffic. Wet mop all floors as necessary to keep up with conditions and seasons, but at least once every two weeks. Pay particular attention to vacuuming in corners and under desks and tables.
- Wet mopping shall be accomplished using a commercial mopping system, in conjunction with the slop basins located on each floor of the building. Janitor's closets must be kept in good order and all slop basins shall be kept fully functional at all times. Storage of excess janitorial equipment shall be accomplished in the basement.
- Sweep stairs leading to Town Hall, as well as paved area under portico and ramp leading to Library.
- Dust all surfaces in all offices.
- Use stainless steel cleaner to clean and shine the interior and exterior of the elevator, keeping it print-free.
- Wash windows throughout building on an as-needed basis. Windows embedded in doors (both interior and exterior) and windows at public service counter areas require particular attention.

- Clear all recycling from the building, including emptying all paper shredders, for DPW pickup.
- Keep Selectmen's Assistant informed as supplies get low (trash bags and liners, toilet paper, paper towels, hand soap, toilet bowl cleaners, detergent, and cleanser, etc.).
- Any other duties in line with the nature of public property maintenance and light repair described above and as otherwise assigned by the Town Administrator.

#### MONTHLY RESPONSIBILITIES (more often if circumstances dictate):

- Vacuum for cobwebs and for dust buildup on beams, moldings, and not readily accessible areas throughout the building.
- Thoroughly clean stairs leading to basement and second and third floor – vacuum and wash monthly (this is in addition to the more frequent routine vacuuming of stairs discussed above).
- Clean all third-floor glass display cases with appropriate glass cleaner.
- Wipe down and polish tables in both conference rooms, third-floor auditorium, and Town Administrator's Office from.
- Use liquid cleaner and/or magic eraser to clean all built-up dirt, smudges, and scuff marks from interior and exterior doors (including kick plates) and from baseboards, switch plates, walls, and trim.
- Any other duties in line with the nature of public property maintenance and light repair described above and as otherwise assigned by the Town Administrator.

#### QUARTERLY RESPONSIBILITIES (more often if circumstances dictate):

- Use spare paint and/or have new paint mixed to quarterly repair scratches and dings on doors, walls, trim, and baseboard. Maintain spare paint in basement on organized shelving, taking care to preserve paint label, color, and building location/material painted information to facilitate orderly re-stocking.
- Dust and clean exterior of both baseboard heating covers and split-system HVAC registered mounted on walls.
- Apply wax or polish to floors after learning what the appropriate product is for a given flooring material, on an as-needed basis.
- Complete other cyclical exterior maintenance activities on building and grounds, such as window screen cleaning and maintenance, as assigned by Town Administrator.
- Clean certain non-public areas such as ladder to bell tower, boiler room, basement stairs, bulkhead stairs, etc., as assigned.
- Any other duties in line with the nature of public property maintenance and light repair described above and as otherwise assigned by the Town Administrator.

#### MISCELLANEOUS PROJECTS:

- As time permits, methodically work through vacuuming of basement floors, walls, and ceilings/beams/pipes, and use liquid cleaners to clean all surfaces and objects (such as file containers, map tubes and case, etc.) to recover from construction project dust conditions.

- Perform minor repairs to building, both interior and exterior, as assigned by Town Administrator.
- Replace light tubes and bulbs as necessary.
- Hang new or update existing signage as assigned.
- Hang bulletin boards or other items on walls as assigned.
- Repaint walls and trim as wear and tear requires.
- Any other duties in line with the nature of public property maintenance and light repair described above and as otherwise assigned by the Town Administrator.

#### SEASONAL RESPONSIBILITIES:

- Keep Town Hall front entry stairs, elevator entrance, and Library ramp clear of snow and ice and continue to apply deicer while building is open during a storm. DPW has main responsibility for plowing and initial shoveling of entry walks and ramps but Custodian is fully expected to snow-blow or hand shovel deeper snow if circumstances dictate.
- Maintain paths to the generator enclosure and to the HVAC condenser enclosure.
- Keep HVAC condenser units dug out of the snow as necessary.
- Keep main door of generator housing accessible within generator enclosure.
- Clean split-system HVAC filters or other owner-serviceable HVAC components as needed, using compressed air, outdoors.
- Learn operation of both the split HVAC system and the high-efficiency gas baseboard heat system, ensure that thermostat settings for all spaces are always appropriate, and take all necessary measures to effect seasonal switchovers from heating to cooling and vice-versa.
- Employee may be occasionally requested to assist the Town Property Custodian or other Town employees with certain projects and activities at other Town buildings and work sites.
- Complete minor landscaping tasks as assigned.
- Any other duties in line with the nature of public property maintenance and light repair described above and as otherwise assigned by the Town Administrator.

Approved by Personnel Board on 11-27-2017.