

NOTICE OF VACANCY
INTERNAL (AFSCME LOCAL 1818) POSTING AND EXTERNAL POSTING
PREFERENCE GIVEN TO AFSCME LOCAL 1818 MEMBERS UNTIL 4:00PM JUNE 24, 2015

TITLE: Senior Building Custodian

DEPARTMENT: Department of Public Services; Buildings

POSITION STATUS: A full-time, AFSCME Local 1818 Position with benefits

REPORTS TO: Director of Public Services or his designee

SUPERVISION EXERCISED: May supervise junior custodians or seasonal laborers

<u>SALARY:</u>	STEP I	STEP II	STEP III
	\$807.66	\$837.42	\$868.37

DUTIES:

Sweeps, mops, waxes and polishes floors; washes walls and windows, dusts, polishes, arranges and moves furniture. Vacuums rugs and stair carpets; cleans and maintains bathrooms and sinks daily. Empties wastebaskets daily.

Inspects buildings and/or grounds for safety, security, cleanliness, and fire hazards, and determines and reports the need for maintenance and repair.

Cleans, services, and makes minor repairs and adjustments to heating and ventilating systems. Makes minor plumbing and electrical repairs & paints as needed. Reports the need of major work or repairs to supervisor.

Determines quantity of supplies to be kept on hand; requisitions and/or issues supplies and/or takes inventory of supplies. Accepts deliveries of supplies and equipment and is responsible for storage. Obtains and delivers mail to and from city offices and post office.

Operates and keeps power maintenance equipment, such as snow blowers, power lawn mowers, heavy duty floor polishers, vacuum cleaners, etc., in working order.

Opens and closes buildings according to schedule; guards against vandalism and unlawful entry.

Maintains grounds around building; rakes leaves; mows lawns and shovels snow.

Inspects work in progress.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of methods, materials and equipment used in custodial and grounds maintenance work.

Ability to perform minor plumbing and electrical repairs and recognize need for major repairs.

Ability to operate and perform minor servicing of light power equipment and heating systems. Ability to follow written and oral instructions.

Ability to perform strenuous physical labor. The employee must occasionally lift and/or move up to 50 lbs.

Ability to develop and maintain effective working relationships with co-workers.

Ability to work without close supervision.

QUALIFICATIONS REQUIRED:

At least 1 year of full-time or equivalent part-time experience in building custodial maintenance or institutional housekeeping work, or any equivalent combination of education and experience which demonstrates possession of required knowledge, skills, and abilities.

PHYSICAL DEMANDS AND OFFICE ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand. The employee frequently is required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, reach with hands and arms; climb or balance, and stoop, kneel, crouch, or crawl.

Vision abilities required by this job include close and distant vision. Required hear and talk.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud depending upon location.

Any internal AFSCME Local 1818 candidate wishing to apply should do so in writing, stating qualifications and department presently employed. Such applications shall be submitted no later than 4:00PM JUNE 24, 2015.

External applicants have until 4:00PM, July 1, 2015 to apply for this position. Applications must be sent to jobs@salem.com.

CITY OF Salem
120 Washington Street, 4th floor
Salem, MA 01970

The City of Salem is an EEO/AA Employer