



*Facilities Superbia*

# TOWN OF HANOVER FACILITIES DEPARTMENT

273 CEDAR STREET  
HANOVER, MASSACHUSETTS 02339  
781-857-5706

*Robert Murray, PE*  
*Facilities Engineering Mgr.*

TO: Bulletin Boards at Town Hall, School Department, DPW, Fire Department, Police Station, Town Clerk, Senior Center and Library and Town's Website

FROM: Robert Murray, PE  
Facilities Engineering Manager

DATE: May 23, 2018

## **Job Posting**

### **Middle School Evening Custodian – Facilities Department**

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The Town of Hanover Facilities Department is seeking a qualified individual for an open position for full-time Evening Custodian (2<sup>nd</sup> Shift) at the Hanover Middle School. The position requires a high school diploma or equivalent and a current Class D Driver's License. The pay scale is \$22.34 per hour (FY18, Step 1).

**Application Deadline:** 4:00 pm, Friday, June 8, 2018

In accordance with items #24 and #25 in the Custodian Job Description, Essential Duties and Responsibilities, the detailed job specifications and other reasonable duties that will be required for this position include the following:

- Primary emphasis of this position is the daily cleaning of the building in assigned areas.
  - Perform daily custodial duties in assigned areas and other areas as directed, to maintain the building in outstanding appearance and cleanliness.
  - Carefully clean assigned bathrooms on a daily basis in accordance with department standards and training; insure that all soap and paper dispensers are loaded and in good condition.
  - Cleaning of the building in a team environment during summer and other vacations.
  - Receive and store deliveries; assist the kitchen staff with their deliveries.
  - Support school activities and events. Move furnishings, do setups and provide services as requested by the Principal.
  - Requires frequent use of powered equipment, including vacuum, autoscrubber, burnisher, lawn mower, weed-whacker, and snow blower.
  - Perform basic grounds keeping work around the building as directed, including daily policing of litter, removal of leaves and dirt at entrances, emptying outdoor trash receptacles, sweeping, weeding and raking.
  - Responsible for keeping walkways and entrances free of snow and ice both during shift and when called back for snow response, including work at other facilities as directed.
  - Communicate with the Principal and Assistant Principal, with the day shift custodian, and with the Custodial Foreman to exchange information about school activities, building conditions, safety concerns, and ongoing issues.
  - Use the assigned computer to perform email and SchoolDude operations. Monitor your issued email account for department communications, for emails from the Town administration, and for messages from the school office. Respond to your email messages as appropriate. Submit
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Position Posting: Middle School Evening Custodian

SchoolDude work requests for issues as described above. As payroll includes an annual stipend for technology, daily performance of basic computer functions as described herein are mandatory.

- Monitor the condition of the facility and furnishings. Pro-actively perform minor maintenance on furnishings and building infrastructure according to ability and training. Report all unresolved maintenance issues promptly by using the SchoolDude work order system, and reporting urgent issues immediately by phone call to your supervisor.
- Be alert to the building mechanical systems in your area, being observant for alarms or other abnormal indicators of possible problems. Report observations using SchoolDude or by phone call to supervisor if issue appears to be urgent.
- Monitor the building for safety, security and health. Promptly report all observed deficiencies to supervisor.
- Secure the building prior to departure, insuring windows and doors are locked. Operate security systems in accordance with instructions.
- As the Town of Hanover's representative to the school community during school activities, maintain a professional appearance in uniform and hygiene. Be cordial and helpful to the school community.

If selected for employment, the candidate shall undergo a pre-employment physical which shall include screening for drugs and alcohol and shall be subject to random drug and alcohol testing once hired. The successful candidate must also pass and maintain a clean status with CORI and other background checks as a condition of employment.

This is a 40 hour per week position, second shift, with obligation to perform a share of overtime as needed. The schedule will vary in accordance with the Town's collective bargaining agreement and may include night and weekend work. Participation in the Town's snow and ice operations as well as off-shift emergency and planned custodial and maintenance activities to buildings and grounds are integral and mandatory parts of this position. The application form is available on the Town's web site: <http://www.hanover-ma.gov/personnel/pages/current-employment-opportunities> and at the Hanover Facilities Department, 273 Cedar Street, Hanover MA 02339. The posting will remain open until 4 pm on June 8, 2018 or until the position is filled. (Posted 5-23-18)

**Application:** Submit application on Hanover form "Application for Employment" along with related documentation to: Hanover Facilities Department, 273 Cedar Street, Hanover MA 02339.

**The Town of Hanover is an Affirmative Action, Equal Opportunity Employer**

## **JOB DESCRIPTION**

**Job Title:** Custodian - P3A  
**Department:** Facilities Department  
**Reports To:** Custodial Foreman  
**FLSA Status:** Non-Exempt  
**Prepared By:** Facilities Engineering Manager  
**Prepared Date:** 1/2017  
**Approved By:** Facilities Engineering Manager, Town Manager and Union Representatives  
**Approved Date:** 1/14/17

### **SUMMARY**

To provide students, staff and the visiting public with a safe, attractive, comfortable, clean and efficient place in which to learn, work and visit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Performs all of the duties of lower classifications and in addition:

1. Keeps buildings and premises including sidewalks, driveways and play areas neat and clear at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity. Ensures that outside doors are not left open when the heating system is on.
3. Shovels and/or sands walks and steps as appropriate.
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Raises the United States flag at or before 8:00AM on each school day and lowers it at or after 3:30PM.
6. Sweeps classrooms daily and dusts furniture. Also, vacuums any rugs. Shakes dirt from doormats if required.
7. Sweeps and washes corridors and stairwells after each school day and during the day when conditions require.
8. Scrubs, hoses down and disinfects toilet and locker room floors daily and cleans sanitary fixtures and drinking fountains daily.
9. Ensures that all paper towel and toilet paper dispensers are full daily.
10. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
11. Keeps the grounds free from rubbish and debris.
12. Keeps all floors in a clean and attractive condition and in good state of preservation.
13. Makes minor building repairs according to capabilities.
14. Reports other repairs needed promptly to the Facilities Department by completing a Schooldude work request.
15. Reports immediately to the Building Principal or Director and the Custodial Foreman any damage or vandalism to building property or grounds.
16. Remains on the school/building premises during school hours, and during non-school hours when the use of the building has been authorized and attendance has been required by the Department Head.
17. Assumes responsibility for the opening and closing of the building each day and for determining before leaving, that all doors and windows are secured, and that all lights, except those left on for safety reasons are turned off.

18. Moves furniture or equipment within the buildings as requested by the Building Principal/Director or the Department Supervisor.
19. Assists the food service staff with any heavy lifting and uncrating of boxes as needed.
20. Ensures that the gym areas are cleaned daily and kept free of debris. Provides sufficient trash barrels for this purpose and other items if needed.
21. Meets before and after with Site Supervisors of groups using the building and completes required forms. Reports any irregularities immediately to the Building Principal and informs the Custodial Foreman of any additional cleaning time incurred as a result of use of the building by any group or organization.
22. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
23. Requests necessary tools and supplies needed to perform responsibilities from the Custodial Foreman.
24. Completes any duties as outlined in individual detailed job specifications provided by the Department Head.
25. Completes all other reasonable duties as may be assigned by the Department Head or Custodial Foreman.

### **DESIRABLE QUALIFICATIONS**

1. Certification of good health signed by a licensed physician
2. Demonstrated aptitude for successful completion of assigned duties and responsibilities.
3. Alternatives to the above qualifications as may be appropriate and/or acceptable.

### **REPORTS TO**

Immediate supervisor is the Custodial Foreman. The building Principal or Director is not in the Custodian's chain of command. However, the Custodian is required to be attentive to their requests and comply as is reasonable, always forwarding to the Custodial Foreman any request that is regarded as being unreasonable or beyond the scope of the Custodian's responsibilities.

### **WRITTEN EVALUATION**

To be prepared by the Department Head and Custodial Foreman, based on fulfilling the duties of the job specification and contract obligations.

### **TERMS OF EMPLOYMENT**

Twelve-Month Position