



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: March 1, 2017

Job Posting

Sylvester School Day Custodian – Facilities Department

The Town of Hanover Facilities Department is seeking a qualified individual for an open position for a full-time Day Custodian at Sylvester Elementary School. The position requires a high school diploma or equivalent and a current Class D Driver's License. The pay scale is \$21.90 to \$23.76 per hour (FY17).

Application Deadline: 4:00 pm, Thursday, March 16, 2017

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:

- Open the building every morning. Insure the security system is operating.
 - Receive and store deliveries; assist the kitchen staff with their deliveries.
 - Perform daily custodial duties in assigned areas as well as other areas as needed due to special circumstances.
 - Perform custodial duties in the building as needed to maintain sanitary conditions for students and staff in response to situations as they arise.
 - Support daily school activities and events.
 - Perform simple grounds work around the building and playground, including daily policing of litter, removal of leaves and dirt that collect at doors, emptying outdoor trash receptacles, weeding and raking.
 - Keep the trash collection bins for the trash pickup clean and sanitary.
 - Communicate daily and as needed with the principal (and assistant principal if appropriate) to receive any special requests and to pass on any noteworthy information concerning observations and issues in the facility or changes in custodial personnel due to absences etc.
 - 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 to the maintenance supervisor, reporting all urgent issues by phone and routine issues by the work order system (Schooldude).
 - Monitor the building mechanical systems as directed, being observant for alarms or other abnormal indicators of issues. Report observations of abnormalities by email or phone call (based on urgency) to the Facilities Engineer or his designee.
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Position Posting: Sylvester School Day Custodian

- Monitor the building for safety, security and health. Promptly report all observed deficiencies to supervisor.
- Move furnishings, do setups and provide services as requested by the principal. Promptly refer to your supervisor any request by the principal or school staff which would unreasonably exceed your abilities, responsibilities or available time. When in doubt, call your supervisor immediately for direction.
- Maintain cleanliness and orderliness of custodial areas, custodial closets, etc.
- 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, first shift, with opportunities for overtime. 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 complete job description and application form are 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 March 16, 2017, or until the position is filled.

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