



TOWN OF HANOVER
FACILITIES DEPARTMENT

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

*Robert Murray, PE
Facilities Engineering Mgr.*

August 17, 2015

To: Bulletin Boards at Facilities Offices, Town Hall, School Department, DPW, Fire Department, Police Station, Town Clerk, and Library

Job Posting

Temporary Full-Time Substitute Custodian – Facilities Department – 2nd Shift

The Town of Hanover, Facilities Department, has a temporary position available for a full-time Substitute Custodian. This position requires a high school diploma or equivalent and a Class D Driver's License. This is a temporary position that shall run through June 30, 2016 unless terminated due to budgetary constraints. The pay scale is \$21.47 to \$23.29 per hour (FY16).

This position involves a variety of responsibilities including janitorial, grounds maintenance, building maintenance, room setups, and security. With frequent interaction with school staffs and students, the custodian must be a friendly and helpful point of contact and make a positive impression on behalf of the Department at all times. Good grooming and communication skills are important. The successful candidate must present a work history that demonstrates being trustworthy, a self-starter, and a hard worker with initiative. A working knowledge of janitorial procedures and demonstrable mechanical aptitude are required. The position requires physical work inside and outside in all weather conditions. Participation in the Town's snow and ice program and availability for occasional overtime are essential and mandatory requirements of this position.

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 shall also be subject to background checks through CORI as well as the police department's system (due to possible custodial duties at the police building).

This a 40 hour per week position on the second shift with opportunities for overtime. Daily assignments could be at any school or municipal building of the Town. The complete job description and application are available at the Facilities Department office, 273 Cedar Street, Hanover MA 02339. This posting will remain open until 3:30 pm on August 28, 2015. The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.