



TOWN OF HANOVER

DEPARTMENT OF PUBLIC WORKS

495 HANOVER STREET
HANOVER, MASSACHUSETTS 02339
781-826-3189

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

FROM: Victor Diniak
Director of Public Works

DATE: February 9, 2024

Job Posting

High School Evening Custodian – DPW Facilities Division

The Town of Hanover Department of Public Works, Facilities Division is seeking a qualified individual for an open position for full-time Evening Custodian (2nd Shift) at the Hanover High School. The position requires a high school diploma or equivalent and a current Class D Driver's License. The pay rate is currently \$25.37 per hour (P-3A Step 1) plus a \$0.96/hour technology stipend and a \$1.88 per hour shift differential for evening work.

Application Deadline: 4:00 pm, Friday, February 23, 2024, or until position is filled.

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 and disinfecting of the building in assigned areas, including classrooms, bathrooms, corridors and offices.
 - Perform daily custodial duties in assigned areas and other areas as directed to maintain the building in outstanding appearance, cleanliness and disinfection.
 - Carefully clean and disinfect 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 groundskeeping 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.
-

Position Posting: High School Evening Custodian, February 2024

- 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 work order (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 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. During school vacations, and possibly other times, the schedule typically changes to first shift. 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 DPW Facilities Division, 495 Hanover Street, Hanover MA 02339. The posting will remain open until 4:00 pm on Friday, February 23, 2024 *or until the position is filled.*

Application: Submit application on Hanover form "Application for Employment" along with related documentation to: Hanover DPW, 495 Hanover Street, Hanover MA 02339.

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