



JOB POSTING

DPW – TOWN CUSTODIAN

Nahant Department of Public Works

Weekly Hours: 40 hours/week
Pay Scale: \$24.39 - \$27.09 per hour
Position Title: Town Custodian/DPW Laborer
Bargaining Unit: AFSCME
Reports To: DPW Superintendent and General Foreman
Benefits

Health Insurance
Dental Insurance
Paid Time Off – Personal, Sick, Vacation, Bereavement, Holidays
Overtime Pay
Retirement Plan
Clothing & Equipment Allowance

GENERAL SUMMARY:

Under supervision of the DPW Superintendent and General Foreman, performs a broad range of manual work and janitorial functions at Town buildings and on Town properties. Preference for a skilled carpenter for general maintenance of all Town buildings.

RESPONSIBILITIES AND JOB FUNCTIONS:

- Performs semi-skilled manual work involving responsibility for the care and maintenance of public buildings and related equipment. Operates custodial/maintenance equipment.
- Cleans, disinfects and restocks washrooms, collects and disposes of trash, maintains equipment and performs minor repairs as required. Restock washrooms with paper products and soap. Empty all trash receptacles and clean surrounding areas in washrooms. Dust areas as needed.
- Operates vacuum cleaner, floor buffer, broom and mop.

- Dusts and cleans furniture, woodwork, and windows as needed.
- Keeps inventory of paper products, cleaning products, other janitorial cleaning products and orders such as needed.
- Performs snow removal around the public walkways and sidewalks of Town buildings by operating a snow blower and shovel.
- Ensures all buildings are secured before leaving and opens buildings when necessary.
- This position is subject to call out for emergencies after normal working hours.

JOB LOCATION AND ENVIRONMENT: Work will be conducted in the buildings and the surrounding grounds within the Town. Main work space is in the Town Hall. Will also perform other laborer related tasks as needed by the DPW Superintendent.

SKILLS / EXPERIENCE / TRAINING REQUIRED: High School Diploma or GED with demonstrated aptitude or competence for assigned responsibilities; one year of experience in custodial work; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Must possess a valid MA driver's license (Class D). Must successfully pass a comprehensive background investigation

WORKING CONDITIONS AND PHYSICAL DEMANDS: Frequent and extended periods of outside work, subject to all weather conditions and extremes. Continuous walking, standing and climbing. Frequent periods requiring working in sustained uncomfortable physical positions. Regular and sustained periods of strenuous physical exertion requiring an ability to lift, carry and position heavy objects (i.e. 50lbs) utilizing proper body mechanics and techniques.

Operating equipment which may cause loud noise levels and high vibrations. Exercises caution when operating equipment or handling toxic chemicals or other materials. Utilizes proper sanitary precautions when handling trash, garbage and other potentially bio-hazardous materials.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to perform this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents, with a disability, as defined by the AMERICANS WITH DISABILITIES ACT, must be able to perform the essential job functions (as listed) either with or without a reasonable accommodation.*

Please email cover letter and resume to Kristin Taylor at ktaylor@nahant.org. or email with any questions. This position shall remain open until filled.