

TOWN OF REDDING JOB POSTING

(This is an advertisement. Please see pages 2 – 3 for a detailed job description.)

FACILITIES DEPARTMENT FULL-TIME BUILDING MAINTENANCE CUSTODIAN

**40 Hours per week
\$24.03 to \$26.44 per Hour
Commensurate with qualifications**

Full benefit package

The Town of Redding is seeking qualified applicants for a FULL-TIME BUILDING MAINTENANCE CUSTODIAN in the Facilities Department. Please see pages 2 – 3 below for a detailed job description and list of qualifications.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Redding Application for Employment (available on the Town of Redding website).

All application materials must be submitted electronically to sdonnelly@townofreddingct.org or to the Facilities Department, P.O. Box 1161, Redding, CT 06875. Applications will be accepted until 4:30 p.m. on September 4th, 2020. Incomplete applications will not be accepted or reviewed.

Please be advised finalists will be required to undergo a comprehensive background check.

Town of Redding Job Description

POSITION: FULL-TIME BUILDING MAINTENANCE CUSTODIAN
DEPARTMENT: FACILITIES
REPORTS TO: FACILITIES DIRECTOR

Summary of Responsibility:

Performs scheduled and emergency maintenance tasks on various buildings and grounds elements. Adheres to the schedule set for maintenance work. Uses maintenance software product to accept and report on work orders. Coordinate deliveries and outside vendor visits. Reports to the Facilities Manager and Facilities Director.

Essential Functions:

1. Conducts Preventative Maintenance Functions to building and building equipment.
2. Repairs or replaces fixtures as needed.
3. Repairs or replaces various types of door hardware.
4. Maintains grounds by cutting grass, bush and tree trimming, weeding, dead heading plants, watering, landscaping.
5. Maintains grounds equipment as needed.
6. Repairs plumbing and/or replaces plumbing fixtures as needed.
7. HVAC coil cleaning and filter replacement.
8. Operates power equipment to include lawn mower (riding and push), bobcat ATV, tractor, and snow removing equipment to include, plowing, shoveling, salting of sidewalks, entrances, and driveways as required.
9. Assembles and or moves furniture as required.
10. Maintains service rooms and storage areas in a clean and orderly manner.
11. Stocks and maintains adequate supply of materials and cleaning supplies.
12. Uses custodial tools such as mops, brooms, squeegees, cleaning cloths, brushes, vacuums, and floor machines.
13. Refills toilet paper, paper towel, sanitary napkin and soap dispensers.
14. Vacuums and cleans where needed.
15. Strip, clean and wax floors.
16. Cleans up spills, leaks as needed.
17. Washes laundry, rags and rugs as needed.
18. Reports all required repairs, safety and fire hazards to Supervisor.
19. Observes safety standards and practices.
20. Consults with supervisor as needed relative to interpretation of guidance and extent of work authorized if work requires more than the number of hours allowed by the maintenance service order.

21. Co-ordinate deliveries and outside vendor visits
22. Possess good communication skills to discuss mechanical and electrical updates with appropriate supervisory personnel and or school administrators.
23. On call 24 hours for emergency calls regarding town buildings.
24. Perform other duties as they may be assigned.
25. Does related work as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Ability to perform Maintenance repairs;
2. Possess the ability to work closely with other trades for layout of new or replacement of existing equipment;
3. Have knowledge of tools and equipment used in the building and mechanical trades;
4. Use hand and power tools to perform skilled and semi-skilled maintenance tasks;
5. Operate all Town mechanical machinery and equipment;
6. Lift 75 Lbs;
7. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form;
8. Ability to deal with problems involving several variables in standardized situations;
9. Ability to use a computer and cell phone;
10. Reports to work on time;
11. While performing these duties, the employee is required to demonstrate an average degree of concentration, understanding of verbal instruction and coordinating. Moderate skills are required in written and verbal communication, interpretation, analyzing, differentiating, reading, compiling and emotional control;
12. High school diploma or equivalent;
13. Valid State of Connecticut Motor Vehicle Operators License.

You may be required to work hours outside of the normal duty hours and/or weekends or holidays in order to handle emergencies that may arise. The noise level in the work environment may be loud at times.

The Town of Redding is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.