

TOWN OF REDDING JOB POSTING

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

FACILITIES DEPARTMENT ON CALL WEEEKEND FACILITIES CUSTODIAN

**SATURDAY/SUNDAY
\$17.00 per Hour Commensurate
with Qualifications**

The Town of Redding is seeking qualified applicants for a ON CALL (SATURDAY/SUNDAY) FACILITIES 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 mailed to the Facilities Department, P.O. Box 1161, Redding, CT 06875. Applications will be accepted until 4:30 p.m. on October 19th, 2023. 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: ON CALL WEEKEND BUILDING CUSTODIAN
DEPARTMENT: FACILITIES
REPORTS TO: FACILITIES MANAGER & FACILITIES DIRECTOR

Summary of Responsibility:

Performs scheduled and emergency custodial tasks on various buildings and grounds elements. Adheres to the schedule set for custodial work. Coordinate deliveries and outside vendor visits. Reports to the Facilities Manager and Facilities Director.

Essential Functions:

1. Conducts simple Preventative Maintenance Functions to building and building equipment.
2. Moves furniture as required.
3. Maintains service rooms and storage areas in a clean and orderly manner.
4. Stocks and maintains adequate supply of materials and cleaning supplies.
5. Uses custodial tools such as mops, brooms, squeegees, cleaning cloths, brushes, vacuums, and floor cleaning machines.
6. Refills toilet paper, paper towel and soap dispensers.
7. Vacuums and cleans where needed.
8. Strip, clean and wax floors.
9. Cleans up and sanitizes spills and leaks as needed.
10. Washes rugs as needed.
11. Reports all required repairs, safety and fire hazards to Supervisor.
12. Observes safety standards and practices.
13. 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.
14. Co-ordinate deliveries and outside vendor visits
15. Perform other duties as they may be assigned.
16. 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 simple maintenance repairs.
2. Have knowledge of tools and equipment used in custodial and simple mechanical tasks.
3. Use hand and power tools to perform custodial tasks and simple maintenance.
4. Operate all Town mechanical machinery and equipment.
5. Lift 75 Lbs.
6. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
7. Ability to deal with problems involving several variables in standardized situations.
8. Ability to use a computer and cell phone.
9. Reports to work on time.
10. 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.
11. High school diploma or equivalent.
12. Valid State of Connecticut Motor Vehicle Operators License.

You may be required to work hours outside of the normal duty hours and/or holidays in order to handle emergencies that may arise. There will be an opportunity for extra hours. The noise level in the work environment may be loud at times. Safety equipment will be provided.

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.