



JOB POSTING – September 4, 2025

DEADLINE- September 25, 2025

INTERNAL FOR 7 DAYS

Job Title: Building Custodian

Department: Department of Public Works

Reports to: Supervisor of Buildings

Job Summary:

Responsible for the custodial work relating to the care and maintenance of the location premises. Ensures internal and external appearance of the facility are to satisfactory standards.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Cleans and maintains all areas of the premises including but not limited to; restrooms and toilets
- Vacuums floors, cleans and buffs hard surface floors
- Cleans shelves, tables, counters, vents, light fixtures, and baseboards
- Empties trash receptacles
- Picks up trash inside and in parking lots and from facility grounds
- Assists with moving materials, supplies, equipment and furniture as needed
- Makes minor repairs
- Attends to landscape needs in the spring/summer and snow removal in the winter
- Responds to emergency situations
- Monitors HVAC system

The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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, related or a logical assignment to the position.

Required Skills/Abilities:

- Knowledge of cleaning materials and methods, building and grounds



maintenance, and other custodial tasks.

- Ability to perform maintenance and repairs to buildings and grounds.
- Knowledge of the operation of a HVAC system.
- Ability to coordinate and prioritize tasks to meet deadlines.
- Good communication and computer skills.
- Knowledge of the methods, materials and equipment used in keeping offices and facilities clean.
- Ability to perform moderately heavy manual labor.

Job Environment:

Work is performed both indoors and outdoors under variable outdoor weather conditions and under conditions that may include exposure to dust and dirt, cleaning chemical fumes, extremes of heat and cold, and outdoor weather conditions; May operate a vehicle/light truck, buffers, vacuum, hand and power tools, other custodial equipment, a computer, and standard office equipment; May be required to wear protective clothing and mask; Makes frequent contacts with public; Errors could result in damage to buildings and equipment, injury to self and others, or create hazards to public safety.

Education, Certification, Licensure and Experience:

- High school degree or equivalent; Current MA driver's license
- One year of experience in custodial or maintenance work or equivalent experience and education.
- *Current human resources and/or compensation credentials or certification preferred.*
- Training in plumbing, electrical, or carpentry preferred

Physical Requirements:

Constant moderate physical effort is generally required in performing functions. Position requires extensive walking, reaching, standing, stooping, and climbing while performing functions. Frequently required to lift, move, push or pull furniture and equipment weighing up to 50-75 pounds. Physical agility required to access all areas to be cleaned. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, vision and hearing correctable to normal ranges, this position must be able to detect odors.

The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate



strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & Hours: Regular Full-time employment, 40 hours per week, Monday-Friday, 7:00 a.m. to 3:30 p.m.

Salary/Pay rate: \$20.25 (minimum) up to \$21.23 (maximum) per hour (Grade 1310, NAGE)

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA) (*SOME Unions Short-term Disability*)

How to Apply: Please apply on [Indeed.com](https://www.indeed.com)