



City of Holyoke

Personnel Department

JOB POSTING – September 29, 2025

DEADLINE- October 20, 2025

INTERNAL FOR 7 WORKING DAYS

Job Title: Part-Time 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 premises. Ensures internal and external appearance of the facility are kept to satisfactory standards.

Essential Functions: Cleans and maintains all areas of the premises including, but not limited to, restrooms and toilets; vacuums floors, cleans and buffs hard-surface floors; empties trash receptacles; picks up trash inside and in parking lot 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.

Knowledge, skills, and abilities required: 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, skills, and abilities preferred: Knowledge of the operation of an 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 facilities clean. Ability to perform moderately heavy manual labor.

Experience required: One year of experience in custodial or maintenance work or equivalent experience and education.

Education, certification, licensure, or other similar required: High school degree or equivalent; current MA driver's license.

Education, certification, licensure, or other similar preferred: Training in plumbing, electrical, or carpentry.

Supervision: Performs functions requiring the exercise of judgment and initiative to independently complete assigned tasks. Works under general supervision.

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, chemical cleaning fumes, and extremes of heat and cold. 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 a mask. Makes frequent contact with the public. Errors could result in damage to buildings and equipment, injury to self and others, or create hazards to public safety.

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 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 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.*

Hours: Part-Time, 25 hours per week: normally Monday – Friday, 12:00 p.m. to 5:00 p.m., but must occasionally work different hours, including weekend hours.

Employment Status: Regular Employment

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

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

Employee Benefits: Health, Dental, Life Insurance, & Flexible Spending Account

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

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