

CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	City Hall Maintenance	Building Custodian II	R14 - \$33,666.72- \$34,800.70

Scheduled Hours: Monday- Friday 6:00 am to 2:30 pm

Copy of the following is required upon application:

- **High School Diploma or GED;**
 - with considerable knowledge of a wide variety of cleaning materials, methods, equipment and procedures used in building maintenance, as well as those used in carpentry, plumbing, and painting. Must be computer literate.
- **Valid Drivers' License**

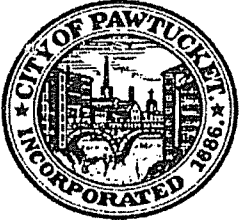
**ANY APPLICATIONS SUBMITTED WITHOUT COPIES OF THE ABOVE-NAMED DOCUMENTS
WILL BE CONSIDERED INCOMPLETE.**

TO APPLY FOR THIS POSITION: Please provide a City of Pawtucket Employment Application which can be found at www.pawtucketri.com under employment opportunities. Please include a copy of your diploma and driver's license. **Email entire package to : HR@pawtucketri.com**

Job Specifications are posted in the Personnel Division for your review.
Candidates must meet minimum qualifications as stated in job description.

Internal Applicants: Application Period: September 6, 2018-September 14, 2018
External Applicants: September 6, 2018- Until Filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: BUILDING CUSTODIAN II
Department: MAINTENANCE
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: R 14
Prepared By: AG/sr
Prepared Date: JULY 2000
Approved By: JEC
Approved Date: JAN 2001

SUMMARY

Performs advanced custodial work in the cleaning and maintenance of public buildings

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Supervising custodial employees in sweeping, dusting, waxing, mopping, scrubbing and washing windows, walls, floors, furniture and other equipment in and around public buildings and grounds
- Instructing custodial workers in work methods
- Performing general maintenance work such as replacing light bulbs and fuses
- Making minor repairs to fixtures and furniture and electrical, plumbing and heating systems
- Performing minor repairs to office fixtures/bathroom fixtures
- Performing sub-journeyman level painting and carpentry work
- Operating an automobile to transport personnel and supplies
- Performing related work as required

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); with considerable knowledge of a wide variety of cleaning materials, methods, equipment and procedures used in building maintenance, as well as those used in carpentry, plumbing, and painting. Must be computer literate

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.