



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

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 I	R06 – \$628.30-\$646.98

Scheduled Hours: Monday- Friday- 2:00 PM- 10:00 PM (Second Shift)

Copy of the following is required upon application:

High School Diploma or GED

- **Essential duties and responsibilities as follows. Other duties may be assigned.**

- Sweeping, dusting, waxing, mopping, scrubbing and washing windows, walls, floors, furniture and other equipment in and around public building and grounds.
- Cleaning restrooms and replenishing supplies
- Moving furniture
- Emptying wastebaskets, and ash trays
- Polishing brass and changing light bulbs
- Performing minor repairs to office fixtures/bathroom fixtures
- Performing general cleaning and custodial duties
- Performing related work, as required.
- A valid driver's license is required for this position.

Job Specifications are posted on the City of Pawtucket website (www.pawtucketri.com) for your review.

Internal Applicants: June 12, 2019- June 20, 2019

External Applicants: June 12, 2019- until filled

TO APPLY FOR THIS POSITION: Please complete a City of Pawtucket Employment Application, which can be found on our website at <http://www.pawtucketri.com/personnel-department>. Please email to: HR@pawtucketri.com, along with a copy of your High School Diploma or GED.

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 I
Department: MAINTENANCE
Reports To: IMMEDIATE SUPERVISOR
Pay Grade: R6
Prepared By: AG/sr
Prepared Date: JULY 2000
Approved By: JEC
Approved Date: JAN 2001

SUMMARY

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Sweeping, dusting, waxing, mopping, scrubbing and washing windows, walls, floors, furniture and other equipment in and around public buildings and grounds

- Cleaning rest rooms and replenishing supplies
- Moving furniture
- Emptying wastebaskets, and ash trays
- Polishing brass and changing light bulbs
- Performing minor repairs to office fixtures/bathroom fixtures
- Performing general cleaning and custodial duties
- 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 some experience and some knowledge of general maintenance materials and methods

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.