



MUNICIPAL BUILDING CUSTODIAN

TOWN OF WESTWOOD

The Town of Westwood seeks two responsible and reliable individuals to carry out the full-time duties of Municipal Building Custodian. The purpose of this position is to provide general custodial and interior and exterior maintenance work in connection with the care and upkeep of municipal buildings in Westwood.

Responsibilities include the following:

- Performing a variety of custodial functions in the Town's municipal buildings, including: cleaning and disinfecting restrooms; emptying trash containers and removing rubbish; processing recycling materials; dusting furniture and display cases, cleaning windows.
- Preparing meeting spaces for special events including setting up tables, chairs, etc.
- Keeping municipal buildings and premises, including exterior spaces, neat, clean and free of hazards at all times. Clearing of walkways and entrances around municipal buildings; snow removal, as required.
- Managing the custodial equipment and supplies.
- Performing preventative maintenance on buildings and grounds; stripping, waxing, vacuuming and shampooing floors/carpets.
- Checking heating, ventilation and air-conditioning units for proper operation. Reporting concerns to Facilities Manager.
- Completing custodial functions according to a prescribed schedule and in a timely manner. Responding to immediate custodial needs regarding safety and sanitary concerns.
- Occasionally lifting, moving and/or pushing furniture up to 100 pounds.

This is a full-time (40 hours per week), benefit-eligible position reporting to the Facilities Manager.

Salary and Benefits: The annual salary range is \$41,892 - \$52,319 in ten steps.

To Apply: Please email cover letter and resume to Linda Unger at lunger@townhall.westwood.ma.us, or mail resume and cover letter to Linda Unger, Human Resources Department, Town of Westwood, 580 High Street, Westwood, MA 02090.

Application deadline is October 22, 2018.

Posted: October 2, 2018

The Town of Westwood is an Equal Opportunity Employer