



MUNICIPAL BUILDING CUSTODIAN

(EVENINGS/NIGHTS)

The Town of Westwood seeks a responsible and reliable individual to carry out the full-time duties of Municipal Building Custodian on the evening/night shift. 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 Director.
- 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 Director. Scheduled hours are Monday through Friday 4:00 PM – 12:00 AM.

Salary range is \$44,239 - \$55,248 annually in ten steps.

To apply, please email cover letter and resume to hr@townhall.westwood.ma.us, or mail resume and cover letter to the Human Resources Department, Town of Westwood, 580 High Street, Westwood, MA 02090.

Application deadline is August 13, 2021.

The Town of Westwood is an Equal Opportunity Employer