



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

May 14, 2019

Job # 2019-019

PLEASE POST ANTICIPATED OPENING

POSITION: Building Custodian/Public Property
City Hall (Civil Service Position)

HOURS OF WORK: Monday – Friday / 40 Hours Per Week
(6:30 A.M – 3:00 P.M.)

SALARY: \$700.55 - \$801.22 per Week
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

To protect the health and safety of occupants in City Hall, the custodial duties will include, but not limited to: sweeping, and vacuuming offices and hallways; wash floors, walls and windows; maintain cleanliness of restrooms; remove rubbish and litter; perform all recycling duties; open and secure building; prepare rooms and offices for daily function activities. Light maintenance work may be required such as replacing lighting bulbs in offices/ hallways, making small carpentry repairs,

Report building repairs, needs or any breakage or damage to the Supervisor of Facilities and/or the Mayor's designee. Keep entrances and exits to building free of snow and ice. Will be responsible for watering the grounds and plants at City Hall. May be responsible for the opening or closing the facility as directed by the Supervisor of Facilities and/or the Mayor's designee.

Maintain building and equipment by performing various routine and special maintenance duties as required. Able to respond to minor heating issues in City Hall. Perform all other general duties as directed by the Supervisor of Facilities and/or the Mayor's designee.

Maintain an inventory of all cleaning supplies, custodial equipment, responsible for notifying the Supervisor of Facilities and/or the Mayor's designee of needed supplies.

The duties listed above are intended only as illustrations of the various 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.

PHYSICAL REQUIREMENTS:

Address: 4 Summer Street Haverhill, MA 01830 www.haverhillma.gov



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Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights of up 80 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Able to climb a ladder. Frequent movement in building, which includes stairs.

While performing the duties of the job, the employee may work in various weather conditions and will be exposed to wet, humid, and other climatic environments.

QUALIFICATIONS:

Civil Service eligibility as a Building Custodian (when available). Experience in custodial work, required. Ability to read, write, and follow oral and written instructions. Ability to maintain harmonious relationship with the public, employees, and colleagues. Must be neat, organized and able to work in a team environment. Attendance is mandatory. Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

CLOSING DATE:

FRIDAY, MAY 24, 2019

SUBMIT COVER LETTER,

RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2019-019 WHEN APPLYING ONLINE.