



Montague DPW  
128 Turners Falls Road  
Montague, MA 01351  
Tel. 413-863-2054

This institution is an equal opportunity provider.

January 9, 2024

## **Job Opening**

### **Custodian Position**

The Town of Montague is looking for a person to maintain the cleanliness and sanitary conditions of all Town Buildings.

The responsibilities include cleaning bathrooms, offices, floors, carpets, windows, emptying trash in buildings, and any other tasks as assigned. Must be able to lift 50 plus pounds.

The right candidate will work a 10-hour 4-day week schedule and receive excellent benefits. Must have a valid driver's license. Starting pay range of \$16.43 to \$20.12 depending on experience.

Applications and a full job description are available upon request at the DPW or email: [hwycpliance@montague-ma.gov](mailto:hwycpliance@montague-ma.gov).

Applications and/or resumes can be emailed to [hwycpliance@montague-ma.gov](mailto:hwycpliance@montague-ma.gov) or mailed or dropped off at the Montague DPW, 128 Turners Falls Road, Montague, MA 01351. Applications and/or resumes will be accepted until position is filled.

<b>POSITION TITLE:</b>	Custodian	<b>DATE:</b>	January 2013
<b>DEPARTMENT:</b>	Department of Public Works	<b>GRADE:</b>	A
<b>REPORTS TO:</b>	DPW Superintendent	<b>FLSA:</b>	Non-Exempt

### **Statement of Duties**

Position performs routine work in the maintenance of town buildings and grounds. Responsibilities include ensuring the safety and cleanliness of buildings and grounds, ensuring the proper working condition of equipment and supplies, and performing a variety of maintenance, cleaning and repair duties.

### **Supervision/Guidance Received**

Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. Any questionable cases are referred to the supervisor for clarification or interpretation. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

### **Job Environment**

Position responsibilities require the use of judgment and initiative to interpret the numerous standardized practices, procedures, or general instructions governing the work. Employee is expected to determine and apply the most pertinent practice, procedure, regulation, or guideline for a given situation.

Errors can result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, and/or legal repercussions.

The position seldom has contact with the public, in person, to respond to inquiries and/or provide information and assistance. The position has daily contact with town departments and vendors, to coordinate work, place supply orders, perform maintenance duties, and give or receive information and assistance. Contact usually occurs in person, on the phone, and via fax.

### **Position Functions**

*The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.*

## **Essential Functions**

1. Ensures the cleanliness of the building including emptying wastebaskets and recycling bins, vacuuming, sweeping, and mopping floors, and picks up trash from various Town buildings.
2. Cleans and sanitizes bathrooms daily.
3. Sets up rooms for meetings, events, and programs.
4. Washes floors and cleans counters.
5. Washes windows.
6. Hauls recycling and rubbish.
7. Orders and picks up supplies; maintains inventory of supplies.
8. Maintains tools and equipment.
9. Maintains grounds around buildings, as needed.
10. Operates snow plow and performs tree work around town.
11. Performs similar or related duties as assigned or as situation dictates.

## **Recommended Minimal Qualifications**

### **Education and Experience**

A candidate for this position should have a High School diploma and 1 year of experience in cleaning and maintenance work or an equivalent combination of education and experience.

### **Additional Requirements**

A candidate for this position should have a valid Massachusetts driver's license.

### **Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Materials, methods, and current practices essential to the maintenance of buildings and grounds

Skill in:

- Organization and planning

And ability to:

- Prioritize and perform tasks in a timely manner with little or no supervision
- Be organized

### **Tools and Equipment Used**

Equipment operated includes light trucks, light equipment, power tools, hand tools, and office equipment.

### **Physical Requirements**

The employee is frequently required to stand, walk, speak, hear, and use hands to operate equipment. The employee is required to drive a motor vehicle during work hours. The employee frequently lifts or carries up to 30 pounds and may lift up to 60 pounds. Normal vision is required for this position.

### **Work Environment**

Employee works in an office building with regular foot traffic and is exposed to toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, and moving mechanical parts. Requires routine exposure to outdoor weather conditions, high places, and biohazards.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

Approved:

\_\_\_\_\_  
Steve Ellis  
Town Administrator

Date \_\_\_\_\_

\_\_\_\_\_  
Board Chair, if necessary

Date \_\_\_\_\_