

City of Lowell
Job Description
Please Post ~ September 24, 2014
Deadline ~ October 1, 2014
Building Custodian/Groundskeeper
Pollard Memorial Library

ANTICIPATED VACANCY

Job Title: **Building Custodian/Groundskeeper** (Includes nights and weekends)
(2000-06, 2065)
Department: Pollard Library
Reports To: Assistant City Manager/ Public Works Commissioner, Under the direction of
the Library Director
FLSA Status: Non-exempt
Union Status: AFSCME Local 1705
Salary: \$15.5653 (min) to \$17.8910 (max) per hour (40 hours per week)
Work Schedule: Tuesday-Thursday 1:15pm to 9:15pm, Friday-Saturday
9:15am-5:15pm. July and August work Monday-Friday, no Saturdays.

SUMMARY

Keeps municipal owned buildings, grounds and related areas in a clean and orderly condition and tends to low pressure heating and ventilation systems by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with laborers and other lower grade employees in the performance of the following custodial functions such as:

Sweeps, cleans, buffs, dusts, mops, scrubs, and vacuums hallways, bathrooms, stairs and office space (floors, ceilings, woodwork, fans, glass etc.) Empties trash and garbage containers.

Sets up and dismantles chairs, tables and other furniture and equipment for meetings and other functions; changes lightbulbs.

Maintains building, performing minor and routine repair of heating and ventilation systems.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Clears snow and debris from sidewalk. Cuts lawns. Trims and edges around walks, flower beds, and walls. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs. Sprays lawn, shrubs, and trees with fertilizer and insecticides. Rakes and bags leaves. Cleans grounds and removes litter. Shovels snow from walks and driveways.

Spreads salt on public passage ways to prevent ice buildup. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs. Sharpens tools such as weed cutters, edging tools, and shears.

Makes minor repairs on equipment such as lawn mower, spreader, and snow removal equipment.

Mows lawn, trims shrubbery, and cultivates flowers. Rough painting of fences, benches and other objects in respective areas. Polices areas for vandals; Secures facilities.

Other duties as assigned.

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); one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, public and other employees of the 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.

Driver's license required.

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 stand; walk; and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The employee is occasionally exposed to moving mechanical parts; high, precarious places; and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send application and/or resume to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 by 4:00 pm on: Deadline ~ October 1, 2014. Applicants may also fax application and/or resume to fax number 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer