

## SUBSTITUTE CUSTODIANS

The Town of Mashpee D.P.W. seeks applicants for Substitute Custodians to fill in as needed; \$22.00/hr. Hours are on an on-call basis; afternoons and evenings, Monday through Friday. Positions are open until filled.

**Minimum Requirements:** High School Diploma or GED with demonstrated aptitude or competence for assigned responsibilities. One year of experience in maintenance work; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Ability to perform moderately physical labor. Frequently required to lift and move furniture and equipment weighing up to 50lbs. Must possess a valid Class D MA driver's license. Must successfully pass a C.O.R.I. background check.

**Responsibilities:** Performs semi-skilled manual work involving responsibility for the care and maintenance of a public building(s) on an on call basis. Operates custodial/maintenance equipment. Cleans and disinfects rooms, washrooms, toilets, showers, and prisoner cells; dusts blinds, furniture, and window sills; polishes and cleans furniture, floors, and metal work; vacuums and cleans rugs; washes walls, baseboards, woodwork, and windows; collects and disposes of trash; restocks paper products in washrooms; refills soap dispensers; reports the need for repairs of furniture and buildings. Ensures all buildings are secured before leaving.

**In order to be considered, a fully completed original Employment Application is required (available on our website, [www.mashpeema.gov](http://www.mashpeema.gov)). The original application must be submitted to:**

Mashpee Town Hall, Human Resources Department  
16 Great Neck Road North  
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer  
Applications from Women and Minorities are Encouraged

**Posted: January 26, 2021**

**Updated: July 1, 2023**

**SUBSTITUTE CUSTODIAN – JOB DESCRIPTION**  
**DEPARTMENT OF PUBLIC WORKS**  
**TOWN OF MASHPEE, MASSACHUSETTS**

**SUMMARY**

The purpose of this position is to perform semi-skilled manual work involving responsibility for care and maintenance of a public building or buildings on an on-call basis.

**SUPERVISION**

*Supervision Received:* Works under the general direction of the Facilities Supervisor and/or designee. Receives oral and written instructions.

*Supervision Given:* None.

**JOB ENVIRONMENT**

Work is performed in buildings throughout the town. Position may be exposed to hazards include cleaning chemicals, diseases, biohazards, electrical and mechanical equipment, and inclement weather.

Requires operation of vacuum cleaners, floor scrubbers and buffers, carpet cleaners, mops, brooms, and other custodial/maintenance equipment. May require wearing of protective clothing and mask.

Makes occasional contact with the general public; most contacts are with employees in the department or other Town government.

**ESSENTIAL FUNCTIONS**

*[The essential functions or duties listed below 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.]*

1. Cleans and disinfects rooms, washrooms, toilets, showers, and prisoner cells; dusts blinds, furniture, and window sills; polishes and cleans furniture, floors, and metal work; vacuums and cleans rugs; washes walls, baseboards, woodwork, and windows (indoor and outdoor); collects and disposes of trash.
2. Restocks paper products in washrooms and toilets; refills soap dispensers.

3. Reports need for repairs to furniture and buildings, for light bulb replacement, and for additional cleaning supplies and paper products Facilities Supervisor.
4. Ensures all buildings are secured before leaving, including that all windows and doors are closed and locked and that all lights, except those left on for security reasons, are turned off.
5. Notifies the Facilities Supervisor or police as appropriate regarding the misuse of public buildings.
6. Complies with laws and procedures for the handling and storage of chemicals and disposal of trash.
7. Performs similar or related work as required or as the situation dictates.

### **ERRORS AND OMISSIONS**

Errors could result in damage to buildings and equipment, create hazards to safety, and cause some monetary loss.

### **MINIMUM QUALIFICATIONS**

Education, Training and Experience: Must have a High School Diploma or GED with demonstrated aptitude or competence for assigned responsibilities, including one year of experience in maintenance work; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

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

*Knowledge:* General knowledge of cleaning materials and methods.

*Skill:* Skill in performing preventative maintenance on building(s) and equipment.

*Ability:* Ability to perform moderately physical labor. Ability to follow written and oral instructions; ability to work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work efficiently and effectively with minimal supervision.

Physical Requirements: While performing the functions of this job, the employee is required to stand, bend, walk, climb, reach, and kneel; is frequently required to lift and move furniture and equipment weighing up to 50 lbs.

Special Requirements: Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Must successfully be able to complete a criminal record check. Must be able to successfully pass a one-year

probationary period. Must be able to provide proof of eligibility to work in the United States.

[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.]

Adopted: July 20, 2010

Revised: September 2017

Pages: (3) Three