

Department: Public Works

Position: Building and Grounds Custodian/Maintenance

Summary: To perform general cleaning, light maintenance, snow and ice removal at Town properties and to insure safety, for employees and residents of Town.

RESPONSIBILITIES:

- To work with Director DPW to insure buildings are open and closed for schedule functions
- To assure buildings and grounds are safe; bathroom and kitchen cleaned stocked. Set tables and chairs to accommodate functions
- Insure all walkways, are kept in a clean, safe condition, snow and ice removal
- Open Department of Public Works yard 8:00 am – noon on Saturday for Recycle Area and push down yard waste and assist residents
- To work as a backup to Director answering phones, directing calls, and other tasks that may arise at DPW
- Weekly reading on fuel tanks; gas and diesel at Public Works
- Weekly check on generators, record hours, check oil and antifreeze
- To work cooperatively with all Town employees and serve the public with a friendly, helpful attitude
- To perform any other duties that might be assigned by the director, or other designee

QUALIFICATIONS:

- Experience maintaining buildings
- Available nights and weekends
- Experience in snow plowing
- Excavator license is preferred, or must be obtained within 6 months of hire (DOT Medical Certification Card is required)

COMPENSATION:

- Benefits as per Town of Scituate Human Resource Manual

Resumes will be accepted at the Town Clerk's Office, PO Box 328, 195 Danielson Pike, N. Scituate RI or email gtaylor@scituateri.org