

PLYMOUTH COUNTY
NOTICE OF JOB VACANCY

Plymouth County seeks qualified applicants for a Building Custodian (JG-2), as a member of the Service Employees International Union (SEIU), position working in Plymouth County owned buildings (assignment TBD and rotating between buildings located in Plymouth, Brockton, Wareham and Hingham). A fast paced position that requires a positive attitude and willingness to work with the public.

Great benefits and a starting annual salary over \$32,947 for a 40-hour work week will be awarded to our new team members. This posting will close at 5 PM June 8th, 2018. Applications should be submitted, cover letter optional, to Tammy Correa, tcorrea@plymouthcountyma.gov or delivered to the Plymouth County Commissioners' Office, 44 Obery Street, Plymouth MA 02360. Applications and additional information can be downloaded from our web page <http://www.plymouthcountyma.gov/announcements.htm>.

GENERAL STATEMENT OF DUTIES: the team member performs general janitorial duties and custodial work in connection with the cleaning of a building or an assigned work area within a building; performs related work as required. The candidate needs to be customer focused to address the needs of the building occupants.

SUPERVISION RECEIVED: the custodian works under the supervision of a supervising team member who reviews performance for efficiency and conformance with instructions in accordance with an established work plan.

EXAMPLES OF DUTIES:

1. Identifies problems in the building, notifies their supervisor and works to resolve the issue.
2. Cleans offices, rooms, corridors, restrooms and other portions of a County-owned and operated building or buildings. Cleans, waxes, polishes and strips floors.
3. Washes windows, woodwork, toilets, washrooms and fixtures; dusts and polishes furniture.
4. Empties and cleans waste barrels, garbage cans, and other waste containers.
5. Sets temperature regulators, maintain furnaces, replaces light bulbs, and tends to central air conditioning.
6. Sweeps, sands, cleans, and shovels snow from stairs and walks; rakes leaves, trims hedges, cuts grass and generally maintains outside areas in neat and orderly fashion.
7. Assigned to various locations and/or courts throughout the County at the discretion of the Superintendent of Buildings.

QUALIFICATIONS:

1. Must be in good physical condition, moderate but constant physical effort is required, able to lift and carry, and perform the duties listed herein. A pre-employment physical examination is required for all new employees.
2. Some knowledge of materials, equipment and methods commonly employed in housekeeping and cleaning operations are a plus. Experience in general custodial duties a plus.
3. Ability to follow oral and written instructions.
4. Good work habits, neatness, attendance and promptness are required.

**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.
Plymouth County is an Equal Opportunity Employer/Affirmative Action employer.**