

**NOTICE OF VACANCY- PROMOTIONAL OPPORTUNITY**  
**AFSCME LOCAL 1818 INTERNAL POSTING / EXTERNAL POSTING**

**TITLE:** Senior Building Custodian  
**DEPARTMENT:** Park, Recreation, and Community Services (PRC) located at the Community Life Center (CLC)  
**POSITION STATUS:** Full-time, AFSCME Local 1818 Position with full benefits  
**REPORTS TO:** Superintendent, Park, Recreation & Community Services or designee  
**WEEKLY SALARY:**

<b>STEP I</b>	<b>STEP II</b>	<b>STEP III</b>
\$960.15	\$995.53	\$1032.32

**JOB SUMMARY:**

Performs a variety of custodial and building maintenance duties in and around the Community Life Center (CLC) building.

**DUTIES:**

Sweeps, mops, waxes, and polishes floors and stairways, vacuums and spot cleans rugs, washes walls and glass windows and doors, dusts and polishes woodwork, furniture and other fixtures/equipment. Cleans and stocks lavatories, washbasins and drinking fountains, empties wastebaskets, brings all trash and recyclables to outside containers.

Sets up chairs and tables in great room, program rooms and meeting rooms and other areas as needed. Moves furniture and equipment as needed.

Operates and keeps power maintenance equipment in working order, including but not limited to: snow blower, power lawnmower, power saws and drills, hedge trimmer, and vacuum cleaners.

Opens and closes all buildings under the care and concern of the PRC Department as needed and according to schedule. Locks up after scheduled meetings after PRC hours. When off duty, on call with police and fire departments in the event of vandalism or accidents. Copes with emergencies including but not limited to: leaks, breakdowns, fire or security system malfunctions, and alarm call in off-hours.

Pick up trash on perimeter of building and parking lot. Sweeps outside, sidewalks and parking lot, cleans them of ice and snow and spreads salt and sand in the winter; mows lawns and maintains grounds and shrubs in neat condition in summer, including watering.

Keeps inventory of custodial supplies and places orders through Superintendent or designee as needed. Makes recommendations for purchase of maintenance equipment to Superintendent or designee. Receives deliveries and stores supplies. Delivers packages and messages and drives to other PRC buildings as needed.

Attends to PRC building heating and cooling issues as applicable and appropriate, coordinating outside vendors as needed. Checks batteries in fire detection and alarm system and emergency lighting system when needed; responsible for seeing that all systems are operative at all times.

Provides supervision to part-time building custodians, volunteer, and seasonal hires for routine maintenance. Provides planning, advice, assistance, and instructions to building custodians in non-routine projects.

Performs other duties as assigned by the Director or designee, which may include duties to be performed at the Witch House, Winter Island, the Golf Course and at other Parks.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of building cleaning practices, supplies, and equipment used in custodial and grounds maintenance work. Familiarity with light carpentry and painting to undertake the performance of minor projects. Ability to operate light power equipment (drills/saws) and hand tools. Ability to recognize and identify major building problems, formulate alternative solutions, and provide recommendations to Superintendent or designee. Capability to follow oral and written instructions. Ability to develop and maintain effective working relationships with co-workers and visitors at the CLC.

**QUALIFICATIONS:**

At least one (1) year experience performing labor or building/custodial maintenance work; or any equivalent combination of educational or part-time experience which demonstrates possession of required knowledge, skills and abilities.

**PHYSICAL DEMAND AND WORK ENVIRONMENT:**

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. Ability to perform strenuous labor. The employee must regularly lift/move up to 10lbs and frequently lift/move up to 50lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is moderate, unless a function is taking place or employee is working outside of the building in inclement weather

**Internal (AFSCME Local 1818 members) must apply no later than May 6, 2022 for preference as a bargaining unit member.**

**External applicants may apply by sending resume and cover letter to the email address [jobs@salem.com](mailto:jobs@salem.com). If an internal candidate is not chosen, position is open until filled.**

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Lisa B. Cammarata, Director  
Human Resources

**DATED:           APRIL 29, 2022**

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