



NOTICE OF VACANCY

TITLE: Senior Building Custodian
DEPARTMENT: Salem Police Department
POSITION STATUS: A full-time, AFSCME Local 1818 Position with benefits
REPORTS TO: Officer in Charge or designee
SUPERVISION EXERCISED: May supervise/oversee junior custodians, seasonal laborers and vendors

SALARY: **STEP I**
\$1,028.93

DUTIES

Sweeps, mops, waxes and polishes floors; washes walls and windows, dusts, polishes, arranges and moves furniture. Vacuums rugs and stair carpets; cleans and maintains bathrooms and sinks daily. Empties wastebaskets daily. Responsible for consistently keeping all areas, including holding cells and common areas, clean.

Inspects buildings and/or grounds for safety, security, cleanliness, and fire hazards, and determines and reports the need for maintenance and repair.

Cleans, services, and makes minor repairs and adjustments to heating and ventilating systems. Makes minor plumbing and electrical repairs & paints as needed. Reports the need of major work or repairs to supervisor.

Determines quantity of supplies to be kept on hand; requisitions and/or issues supplies and/or takes inventory of supplies. Accepts deliveries of supplies and equipment and is responsible for storage. Obtains and delivers mail to and from city offices and post office.

Operates and keeps power maintenance equipment, such as snow blowers, power lawn mowers, heavy duty floor polishers, vacuum cleaners, etc., in working order. Opens and closes buildings according to schedule; guards against vandalism and unlawful entry. Responds to emergencies from police department as needed.

Maintains grounds around building; rakes leaves; mows lawns and shovels snow. Inspects work in progress.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of methods, materials and equipment used in custodial and grounds maintenance work.

Ability to perform minor plumbing and electrical repairs and recognize need for major repairs. Ability to operate and perform minor servicing of light power equipment and heating systems. Ability to follow written and oral instructions.

Ability to perform strenuous physical labor. The employee must occasionally lift and/or move up to 50 lbs. Ability to maintain the strictest of confidentiality and pass a background check administered by the department. Ability to develop and maintain effective working relationships with co-workers. Ability to work without close supervision. Valid MA driver's license.

QUALIFICATIONS REQUIRED

At least 1 year of full-time or equivalent part-time experience in building custodial maintenance or institutional

housekeeping work, or any equivalent combination of education and experience which demonstrates possession of required knowledge, skills, and abilities.

PHYSICAL DEMANDS AND OFFICE 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. While performing the duties of this job, the employee is required to be mobile and communicate with others. While performing this job, employee will be required to clean various situations that will include, and not be limited to: those involving bodily fluids. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud depending upon location, and what is taking place within the building, the department, and the surrounding area and grounds.

Qualified individuals are encouraged to apply to the City using this email address: jobs@salem.com. Position open until a candidate is selected.

Lisa B. Cammarata, Director, Human Resources
City of Salem
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: May 10, 2024

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