



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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TOWN OF TRURO  
POSITION AVAILABLE  
DPW/ASSISTANT CUSTODIAN

The Town of Truro is seeking applicants for the position of DPW/Assistant Custodian. This union position is full-time and year-round (40 hours per week), and duties consist of maintenance and care of all non-school buildings and grounds of the town. Applications and job descriptions are available at the Truro Town Hall, 24 Town Hall Road, POB 2030, Truro, MA 02666. (508) 349-7004, ext. 10 and on the website: [Truro-ma.gov](http://Truro-ma.gov). Applications must be submitted to the Town Hall by 4:00 p.m. on Friday, March 27, 2015. For further information, please call (508) 349-2140. Truro is an EOE.

Rae Ann Palmer  
Town Administrator  
Town of Truro

**JOB POSTING - TRURO**  
**TO FILL A DPW POSITION**

**PART I: (TO BE FILLED IN BY REQUESTING DEPARTMENT HEAD (if applicable))**

**Position Title/Classification:** DPW/Assistant Custodian

**Department:** Department of Public Works

**Position Pay Scale:** L-8; Salary Basis (Hourly) (fy15) Step 1 - \$22.74 -- Step 6 - \$25.06

**Brief Statement of Duties:** Maintenance and care of all non-school buildings and grounds of the town, including, but not limited to: Town Hall; COA; Library; Safety Facility; DPW Garages and Office Building and any other buildings and their surrounding grounds. (See Job Description.)

**Qualifications for the Position:** High School Graduate. Required: A Massachusetts Driver's License with a good driving record.

**Date Position Available:** April 2015

**Requested by Department Head:** Jason Norton, DPW Director

**PART II: (TO BE FILLED IN BY TOWN ADMINISTRATOR)**

The Town of Truro has determined the need to fill a vacancy covered by the Agreement between the Town and AFSCME Council 93, Local 1462, for the position listed above.

**Approved by Town Administrator:**

Signature

Date

**Brief Statement of Duties:** Maintenance and care of all non-school buildings and grounds of the town, including, but not limited to: town hall; COA, library, safety facility; DPW garages and office building and any other buildings and their surrounding grounds.

**Qualifications for the Position:** High School Graduate. Required: A Massachusetts Driver's License with good driving record.

**PART III: POSTING INFORMATION**

**Date of Posting:** March 16, 2015

**Deadline for Applications:** March 27, 2015

**EMPLOYEES INTERESTED SHALL APPLY TO THE TOWN ADMINISTRATOR IN WRITING WITHIN 10 WORKING DAYS OF THE DATE OF POSTING.**

# Town of Truro Job Description Assistant Custodian

**Title:** Assistant Custodian

**Classification Code:** L8

**Reports To:** DPW Director

**Salary Basis (Hourly):**

(afscme union)(fy12 realignment)

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
fy15	\$22.74	\$23.24	\$23.71	\$24.71	\$24.61	\$25.06

**Weekly Hours:**

Forty hours per week, normally consisting of five (5), eight-hour days, in accordance with the terms of the AFSCME Contract. Hours and work schedule need to be flexible. Works under the general direction of the Head Custodian.

**Definition:**

The position entails maintenance and care of all non-school buildings and grounds of the town, including, but not limited to: town hall; COA building; library; public safety facility; DPW garages and office building and any other buildings and their surrounding grounds.

**Job Environment**

Work is generally performed both indoors and outdoors under variable outdoor weather conditions and near hazards associated with various municipal sites; may be required to wear or use safety equipment.

Errors could result in a general untidiness and uncleanliness of publicly-used municipal buildings and could cause a danger to public safety and health.

**Specific Duties:**

The following essential functions or duties listed 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 maintains public meeting and access areas, office, storage and work areas within public buildings, including, but not limited to: sweeping, cleaning and waxing floors; vacuuming, cleaning and shampooing carpets; cleaning interior and exterior windows; dusting, waxing and cleaning work stations and furniture in offices; emptying trash baskets and containers; performs any other housekeeping tasks required to maintain public buildings.
2. Cleans and maintains restrooms, including fixtures; ensures that soap and all dispensers are always refilled.
3. Provides maintenance and care for lawns and plantings adjacent to public buildings, including, but not limited to: mowing grass; trimming hedges; weeding; planting; and picking up litter.
4. Maintains walkways, sidewalks, etc., adjacent to public properties, keeping said areas clear at all times. This involves snow shoveling and sanding when necessary.
5. Performs building repairs and light carpentry work where necessary to ensure municipal buildings are in good, safe and usable condition; may entail checking fire sprinklers, smoke alarms and heating systems to insure proper operation, and notifying designated authority of problems when necessary; monitoring generators, lights, furnaces and radiators.
6. Moves and sets up furniture and equipment for meetings as necessary.
7. Assists with inventory control, ordering supplies and custodial equipment.
8. Perform custodial duties as assigned.

**Desired and Required Qualifications:**

1. High School graduate or equivalent.
2. Three years of experience in custodial and building maintenance work.
3. Ability to work independently with minimal amount of supervision.
4. Dependability and a good work attitude; ability to interact positively with others.
5. Ability to follow orders and use independent judgement when needed to successfully complete assignments.
6. Ability to communicate clearly both orally and in writing in the English Language.
7. Ability to exhibit patience and diplomacy with the public.

8. Possession of valid Massachusetts Driver's License required. Must have a good driving record.
9. Must possess basic skills in performing preventive maintenance on buildings and equipment.
10. Constant moderate physical effort is required, with occasional strenuous effort demanded. Position requires extensive walking, reaching, standing, stooping and climbing when performing various job-related functions. Occasionally required to lift, move and/or push furniture and equipment which may weight 75 pounds or more. Physical agility required to access all areas to be cleaned. May require the ability to work on ladders, staging and scaffolding. May spend entire shift engaged in physical activity.
11. Ability to work outdoors in variable types of weather.
12. Ability to work with industrial cleaners, solvents and solutions; toxic chemicals as approved for respective applications, e.g.: paint, waxes, cleaning agents, etc. Ability to work in an environment with generally-accepted levels of exhaust fumes from gas and diesel engines.
13. Ability to operate and maintain hand tools, power tools, standard maintenance equipment, including but not limited to lawn mowers, hedge trimmers, snow blowers, etc.

(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.)

Rev. 5/01&6/02

Amend 5/04; 7/06; rates 5/11;8/11/11/13; 2/15 rates