

Thomas Crane Public Library
40 Washington Street, Quincy, MA
JOB POSTING
7/17/2023

Temporary Building Custodian (40 hours/week)
\$21.63 per hour

Duties:

Performs custodial and maintenance services at library facilities, including cleaning, grounds work and basic carpentry, plumbing, painting, and mechanical.

Requirements:

- High School diploma or equivalency required
- Training in construction or facilities work preferred
- Must possess a valid Massachusetts Class D driver's license and have an acceptable driving record.
- Ability to lift and carry up to 50 pounds on a regular basis
- Ability to operate a variety of machinery and equipment, and to walk, bend, stoop, kneel, crawl, reach, sit, stand, climb stairs, and climb ladders up to 40'

Schedule:

40 hours/week including some evenings and Saturdays.

Full job requirements and description attached.

Closing Date: 5:00 p.m. on Monday, July 31, 2023

Thomas Crane Public Library
TEMPORARY Building Custodian

General Statement of Duties

A Building Custodian performs custodial and maintenance services at library facilities, including cleaning, grounds work and basic carpentry, plumbing, painting, and mechanical.

Supervision Received

Works under the general direction of the Library Director and the direct supervision of the Supervisor of Custodians.

Principal Duties

Custodial

- Sweeps, washes and waxes floors; cleans and supplies restrooms and kitchen areas; vacuums carpets; washes windows and glass, polishes all metal; removes trash and recycling; dusts and cleans furniture, shelves and equipment
- Cuts grass, trims hedges, picks up litter, seeds grass, weeds, and maintains neat appearance of grounds
- Removes snow and ice from parking lots, driveways, walkways and steps; maintains clean and safe entry to libraries in all seasons

Maintenance

- Performs basic carpentry, plumbing, and electrical work, including but not limited to: assembling and repairing furniture, oiling door hinges and swivel chairs, adjusting doors and door stops, unclogging toilets and sinks, checking breakers and replacing light bulbs, and checking elevator operability
- Delivers library materials between library buildings and delivers mail between the library and others (examples: post office, city hall); empties book depositories as needed
- Responds to emergencies and provides temporary or lasting repairs as the situation dictates

Security

- Patrols and monitors the public and staff parking areas as needed; tickets vehicles in violation of city parking regulations
- Performs basic security duties in the absence of a security officer, including: responds to staff calls for assistance; initiates calls for assistance to the Quincy Police and Fire Departments as needed, and assists in emergency situations
- Monitors and reviews video surveillance system as needed

Other

- Operates vehicles, power tools, and hand tools in a safe and efficient manner

- Uses cleaning supplies and chemicals
- Performs work safely and in compliance with all pertinent safety regulations
- Sets up and takes down furniture and equipment for meetings and events; moves furniture, shelving and signage as needed
- Opens and closes buildings, raises and lowers flag as needed
- Uses the computer and Internet with confidence to communicate, find and review information, including staff requests for custodial assistance
- Performs other duties as assigned

Qualifications

Education, Training & Licenses

- High School diploma or equivalency required
- Training in construction or facilities work preferred
- Must possess a valid Massachusetts Class D driver's license and have an acceptable driving record

Knowledge , Skills & Abilities

- Considerable knowledge of building maintenance
- Considerable knowledge of tools and equipment used in construction and maintenance
- Working knowledge of building systems (mechanical, electrical, plumbing)
- Working knowledge of basic written English and math
- Working knowledge of safety procedures and laws affecting building maintenance
- Working knowledge of common office computer applications
- Skill in the use of hand and power tools and other machinery, and in driving a variety of Class D vehicles
- Skill in diagnosing and solving problems with facilities and related systems
- Ability to establish and maintain effective working relationships with all levels of library staff in a team setting, and with other city departments, vendors and other service providers
- Ability to adapt to a rapidly changing environment and manage time to maximize productivity
- Ability to work independently with limited supervision and to exercise initiative and good judgment in the performance of duties
- A positive customer service attitude, professional demeanor, and the ability to be friendly, courteous and tactful with internal and external customers
- Strong oral, written and interpersonal communication skills, including the ability to communicate effectively in English

Physical Demands & Work Environment

Physical Demands

- Ability to lift and carry up to 50 pounds on a regular basis
- Ability to operate a variety of machinery and equipment, including snow blowers, lawn mowers, and floor cleaners

- Ability to walk, bend, stoop, kneel, crawl, reach, sit, stand, climb stairs, climb ladders up to 40', grasp, and perform repetitive hand/wrist motions
- Capacity to be easily understood on voice telephone
- Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

Work Environment

Work is performed both indoors and outdoors and in weather extremes. The position requires driving from facility to facility, working in high/precarious places and tight quarters, working near moving mechanical parts and with some exposure to electric shock, and regular exposure to chemicals and solvents.

While performing the duties of this job, the employee will frequently be required to walk, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The job involves working a varied schedule, including evenings and weekends, and assignment at a variety of library facilities.

The employee shares on-call status with co-workers and responds to maintenance or security emergencies as needed. The employee must be willing and able to travel between facilities and to attend trainings outside the library.

July 2023