



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## CUSTODIAN I – LIBRARY PARKS, RECREATION AND WATERFRONT

**POSTING DATE:** May 23, 2016

**RATE OF PAY:** \$14.6889/hour

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** June 6, 2016

**POSITION STATUS:** Regular Part Time (20 hours a week)

**CLASSIFICATION GRADE:** 8

**UNION:** AFSCME

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

---

This position provides general and recurring indoor and outdoor custodial work, at times using mechanical equipment. Also performs routine maintenance, building security, and event set-up/take-down duties for the Fletcher Free Library and other municipal buildings, as needed.

#### **ESSENTIAL JOB FUNCTIONS:**

- Ensure building security by making sure video surveillance equipment and fire and burglar alarms are functioning properly.
- Walk through building at opening and at the end of the workday checking windows and door alarms, putting furniture back in place and reporting unusual events to supervisor.
- Sweep, vacuum and dust shelves, furniture and windowsills, mop floors/stairwells throughout the building.
- Set up and breakdown library meeting room furniture and equipment for all meetings and events as scheduled.
- Operate mechanical and manual equipment to clean carpets and wash windows.
- Empty and clean trash containers; prepare trash for removal from property by outside garbage contractors.
- Clean and sanitize kitchen and bathroom sinks and toilets.
- Clean and unplug drains.
- Clean and replenish supplies of all dispensers in rest rooms.
- Sweep, clean and remove trash from outdoor walkways, driveways and facility grounds.
- Remove snow and ice from walkways using manual and mechanical equipment.
- Interact favorably with the general public at all times.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- High school Diploma or equivalent and one (1) year previous experience in custodial or janitorial field working without close supervision required.
- Must be able to follow written and verbal instructions.
- Within one year, must have proven ability to be entrusted with keys to City buildings, officers, facilities, and tools and equipment.
- Possess and maintain valid Driver's License.
- Ability to work in various weather conditions required.
- Ability to work with chemicals and solvents associated with cleaning and maintenance required.
- Ability to operate hand tools, power tools and various equipment required.
- Must be able to work weekend, night and holiday shifts as needed.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

#### **The schedule for this position is:**

- Sunday - Thursday 6 to 10 PM
- 

**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.