



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

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

CUSTODIAN I PARKS AND RECREATION

POSTING DATE: February 5, 2015

RATE OF PAY: \$14.3285/hr

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: February 17, 2015

POSITION STATUS: Regular Part Time (20 hours/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 Fire House Gallery, Memorial Auditorium, and City Hall and other municipal buildings.

Essential Job Functions:

- Assure building security by vacating building occupants, securing windows and doors, and reporting unusual events to supervisor.
- Sweep, vacuum and mop floors throughout all buildings.
- Set up furniture for meetings and events at facilities as directed.
- Operate mechanical and manual equipment to strip, wash, wax and buff floors.
- Wash windows, walls, fixtures, doors, and woodwork. Polish the furniture, mirrors and chrome hardware.
- 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.
- Wash, prepare for painting and paint walls and woodwork as directed.

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.
- Must have proven ability to be entrusted with keys to City buildings, offices, 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.
- Experience operating mechanical and manual equipment to strip, wash, wax and buff floors required.
- Ability to operate hand tools, power tools and various equipment required.
- Must be able to work weekend, night and holidays.
- 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.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: 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.