



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

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

CUSTODIAN I-LIBRARY PARKS AND RECREATION

POSTING DATE: September 11, 2013

RATE OF PAY: \$14.32 hr

EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: September 20, 2013

POSITION STATUS: Regular Part Time (20 hours)

CLASSIFICATION GRADE: 8

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 messenger duties.

ESSENTIAL FUNCTIONS:

- Assure 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, dust shelves, furniture and windowsills, mop floors/stairwells throughout the building.
- Set up and breakdown 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.
- Performs other duties as required.

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.
- Proven ability to be entrusted with keys to City buildings, officers, facilities, and tools and equipment.
- Possess and maintain valid Vermont State 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 holiday shifts.

To Apply: Submit cover letter, resume and a City of Burlington Application by September 20, 2013 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.