

**Local 1303-278/AFSCME
Town of old Saybrook, Connecticut
Position Description**

Title:	Building Maintainer I	Wage Group: 6
Department:	Parks and Recreation Department	Steps: 1 – 5
Date:	January 12, 2018	

Position Definition:

Performs the general cleaning, maintenance and security of Parks & Recreation building. Maintains adjacent walks, grounds and equipment in clean, orderly and functional condition. Responds to emergency situations in buildings such as power failure, plumbing, heating or vandalism. Provides assistance to officials, staff, visitors and others as necessary.

General Duties:

- Plans work according to standard procedure and by building's operational schedule.
- Organizes and participates in the cleaning, maintenance and minor repair of buildings, adjacent walks, grounds and equipment. Responsible for the up keep of landscaping, snow removal and painting.
- Opens and secures building at beginning or end of shift as assigned. Cleans rooms, hallways, restrooms, offices, stairways and windows.
- Maintains inventory of cleaning supplies, materials and equipment.
- Orders and/or picks up supplies and materials as needed.
- When necessary, coordinate supply needs with Town Hall Maintenance Department.
- Follows all applicable safety rules and procedures.

Additional Duties:

- Prepares rooms for use by program needs.
- Assists visitors in the building.
- Regularly inspects building and equipment, makes security checks of buildings.
- Provides information to Park and Recreation Director for operating and capital budget needs.
- Maintains inventory of equipment.
- Covers when schedule permits for other Building Maintainers in their absence.

Supervised By: Park and Recreation Director

Qualifications Profile:

The skills and knowledge required would generally be acquired with completion of high school, and two years' experience in building cleaning

and maintenance work. Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to describe repair, maintenance or personnel problems in writing.

License or Certificate: Connecticut Motor Vehicle Operator's license.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery, hand tools, and/or related equipment used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Tasks involve the ability to exert physical effort in heavy work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of heavy weight.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions where exposure to environmental factors such as temperature extremes, machinery or traffic hazards may cause discomfort and poses a limited risk of injury.

The Town of Old Saybrook is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SALARY/HOURS: This is a 25 hour per week position. It is a Support position under the collective bargaining agreement between the Town of Old Saybrook and Local 1303-278 of Council #4 (AFSCME). The starting wage is a Step I per hour rate of \$20.94.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

**PLEASE COMPLETE THE TOWN'S EMPLOYMENT APPLICATION AND SUBMIT TO:
TOWN OF OLD SAYBROOK, 302 MAIN STREET, OLD SAYBROOK, CT 06475, ATTN: LEE
ANN PALLADINO. APPLICATIONS MUST BE RECEIVED BY Friday, February 2, 2018. A
RESUME AND SUPPORTING DOCUMENTATION WILL BE WELCOMED.**

APPLICATION PERIOD CLOSING: FRIDAY, FEBRUARY 2, 2018