

We're Hiring!

Come Join the Team!



Head Custodian

The Head Custodian is responsible for supervisory work and custodial work in assuring the overall appearance, cleanliness, safety and security of Town Buildings. Continuous judgement and resourcefulness required in directing a working unit and deciding course of action. Makes occasional contact with other departments, contractors, and the general public. Assists with set-up and break-down of activities at Town facilities and other various assignments to support the Facilities Department

**Starting at
\$22.23
per hour**



Monday- Friday; 37 hours/week

Full Time, Benefited, Union Position

Paid Holidays & Paid Time Off

Check out the Town's Website for more information & Job Application
<https://www.townofbourne.com/town-info/pages/employment-opportunities>





TOWN OF BOURNE

Facilities - Head Custodian

The Town of Bourne, an equal opportunity, affirmative action employer, has opening for full-time Head Custodian. We are seeking a reliable and responsible Head Custodian for supervisory work and custodial work in assuring the overall appearance, cleanliness, safety and security of Town Buildings.

Qualifications and Education

High School diploma or equivalent; Supervisory experience; three (3) years of custodial experience; or an equivalent combination of education and experience.

Full/Part Time & Hours

Full time position (37 hours/week.)

Salary

Starting at \$22.23/hour

Salary Notes

This is a benefitted position with dental, health, PTO and retirement.

Closing Date

Initial Deadline May 10, 2024. The position will remain open until filled

How to Apply

Please send a resume, cover letter and application form to BourneHR@townofbourne.com. Link to application form and complete job description: [Employment Opportunities | bournema \(townofbourne.com\)](#)

Posted: April 26, 2024



TOWN OF BOURNE

Town Administrator

24 Perry Avenue – Room 101
Buzzards Bay, MA 02532-3441
www.townofbourne.com



MARLENE MCCOLLEM

PHONE: (508) 759-0600

NOTICE OF JOB VACANCY

Department: Facilities

Date: April 26, 2024

Position/Title: Head Custodian

Salary: Grade 3; hourly rate dependent on
experience

Vacancy: New Position: X

Perm/Temp: Permanent; 37 hours

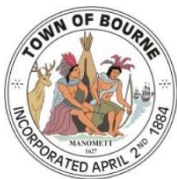
Application/Resume Deadline: Initial deadline May 10, 2024 by 4:15 pm to Human Resources –
Application may be found on Town of Bourne website under “Employment.” Position will remain open
until filled.

Classification: LIUNA DPW

Position description attached.

Advertised:	1.	Town Buildings	2.	Town website – EMPLOYEE page
	3.	LIUNA DPW Steward	4.	External Posting

THE TOWN OF BOURNE IS AN EQUAL OPPORTUNITY EMPLOYER



TOWN OF BOURNE

Job Description	Title: Head Custodian	Union: LIUNA DPW
Department: Facilities	Effective Date: 8/1/2022	Classification: 3
Reports To: Facilities Manager	Revised Date:	FLSA Status: Non-Exempt

Statement of Duties

The Head Custodian is responsible for supervisory work and custodial work in assuring the overall appearance, cleanliness, safety and security of Town Buildings. Continuous judgement and resourcefulness required in directing a working unit and deciding course of action. Makes occasional contact with other departments, contractors, and the general public. Assists with set-up and break-down of activities at Town facilities and other various assignments to support the Facilities Department.

Supervision

Work is performed under the direct supervision of the Facilities Manager. This position supervises, schedules, and oversees all Town Custodians. The Head Custodian conducts orientation and training for Town Custodians.

Errors could result in injury to self or others and damage to equipment.

Essential Duties

The statements contained in this job description reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

1. Meets with Supervisor regularly. Communicates with Department Heads who oversee the following Department in order to determine specific cleaning needs: Police, Fire, Library, DPW, Town Hall, and Community Center.
2. Conducts check-ins with all custodians routinely to assure the Town's needs and duties are met.
3. Daily check of building log books and reviews the building use calendar to determine which locations each employee is assigned to/ in need of coverage.
4. Collects timesheets to verify hours worked by custodians and reviews timesheets with the Facilities Manager.

5. Maintains list of supplies, tools and equipment. Keeps track of supply budget. Orders and distributes supplies, tools, and equipment where/when needed.
6. Maintains town facilities by painting, cleaning, shoveling, raking and performing duties as needed.
7. Assigns and assists in the maintenance and repair of Town facilities.
8. Lock/Unlock buildings or designate other custodians to perform this duty.
9. Performs minor plumbing and electrical duties if needed (ie unclogging toilets, changing light bulbs, etc.)
10. Assists in sets-up and break down of rooms for meetings and events.
11. Performs other tasks as required and/or assigned by the Facilities Manager or DPW Director or his/her designee.

Recommended Minimum Qualifications:

Must be able to pass a fingerprint based criminal background check.

Physical and Mental Requirements:

Employee works in and around town facilities and is exposed to fumes and cleaning chemicals, high places; and outdoor weather conditions, moving mechanical parts, and risk of electric shock. Employee is required to stand, walk, reach, and use hands and talk, listen, stoop, and/or kneel. Employee frequently lifts up to 60 lbs. and occasionally lifts up to 100lbs., occasionally push or pull a loaded cart which can weigh in excess of 80 pounds on level floor and up ramp, to lift or maneuver onto cart loads up to 50 pounds, and to carry cartons of cleaning supplies or other material or equipment. Normal vision is required for the position. Equipment operated includes automobile, light equipment, snow blower, hand tools, power tools, ladder, and cleaning supplies

Education and Experience:

High School diploma or equivalent; Supervisory experience; three (3) years of custodial experience; or an equivalent combination of education and experience.

Licenses and Certifications Required:

Must have a valid Massachusetts driver's license.

Knowledge, Skill, and Ability:

Knowledge: Proficient knowledge of cleaning materials and methods and building maintenance. Safety precautions and procedures. Basic familiarity with building systems.

Skill: Written and oral communication, operation of computers, tools, and equipment, organization and planning skills, cleaning and basic repair of facilities, and mechanical aptitude.

Ability: To operate basic tools and equipment including snow blowers, leaf blowers, hand tools and power tools; to stand for extended period of times to vacuum, sweep, mop and wax floors as well as basic yard maintenance including shoveling snow, trimming bushes and raking leaves. Follow written and oral instructions; clearly and effectively communicate with others, ability to

work independently and prioritize tasks, as well as adaptability and dependability to work well in a team situation and flexibility in building emergency situations.

Schedule:

The work week hours vary depending on events and hours open to the public. Hours are assigned in the best interest of the town.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)