



HUMAN RESOURCES
TELEPHONE 508-946-8808

Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

JOB POSTING

TOWN OF LAKEVILLE

PART-TIME GROUNDS KEEPER, GENERAL CUSTODIAL AND MAINTENANCE WORKER - LIBRARY

POSTING DATE: May 6, 2021

POSITION: Provide groundskeeping, general custodial and maintenance services for the Lakeville Public Library and other Town facilities as required. Full job description is attached to this posting and is also available in Human Resources. All interested parties should apply in writing with application attached to: Clorinda Dunphy, Human Resources Director, 346 Bedford Street, Lakeville, MA 02347. Email: cdunphy@lakevillema.org.

HOURS: Hours of work are 7am – 10am, Monday through Friday. Depending on various circumstances, start and finish times may vary.

WAGES: Salary range: \$14.08/hour to \$16.96/hour, commensurate with knowledge, skills, and experience. Non-Union, Level 10.

DUTIES: Maintain facilities in an orderly and clean condition including disposal of trash, changing of lights, and cleaning and restocking of bathrooms daily. Vacuum public areas daily. Vacuum offices and meeting rooms three times per week. Wet mop kitchen and bathroom floors, as needed, but not less than once each week. Dust exposed surfaces of file cabinets and furniture once per week (except the surface of desks) in all offices and meeting rooms. Remove all cobwebs from interior and exterior of building.

QUALIFICATIONS: High school diploma desirable. At least one (1) year employment experience in grounds keeping, custodial work or maintenance work. Valid Massachusetts Motor Vehicle Operator's License required.

POSTING CLOSING: June 4, 2021

The Town of Lakeville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, pregnancy or pregnancy-related conditions, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal and state laws. Applicants with disabilities needing reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Clorinda Dunphy, Human Resources Director, cdunphy@lakevillema.org, 508-946-8808.

JOB DESCRIPTION

TOWN OF LAKEVILLE

**PART-TIME GROUNDS KEEPER, GENERAL CUSTODIAL AND
MAINTENANCE WORKER – LIBRARY**

GENERAL STATEMENT OF DUTIES: Provide groundskeeping, general custodial and maintenance services for the Lakeville Public Library and other Town facilities as required.

SUPERVISION RECEIVED: General supervision received from the Library Director and Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintain facilities in an orderly and clean condition including disposal of trash, changing of lights, and cleaning and restocking of bathrooms daily.

Vacuum public areas daily. Vacuum offices and meeting rooms three times per week. Wet mop kitchen and bathroom floors, as needed, but not less than once each week. Dust exposed surfaces of file cabinets and furniture once per week (except the surface of desks) in all offices and meeting rooms. Remove all cobwebs from interior and exterior of buildings.

Wash glass doors weekly or as needed.

Keep entryways and window ledges clear of bugs, leaves and/or any other type of debris.

Move furniture and equipment as requested and assist with the relocation of heavier pieces.

Arrange rooms for meetings, as requested, including removing, adding and adjusting chairs, tables, and other furniture.

OTHER REQUIRED RESPONSIBILITIES:

Maintain grounds of the facility to keep clean of trash and debris.

Remove snow and ice from walkway. Keep clear with applications of ice melt or sand.

Remove and replace screens as requested.

Move books and set up tables for Annual Library Book Sale.

Keep an inventory of supplies, such as trash bags, paper towels, etc., and notify Library Director when supplies need to be ordered.

Perform additional tasks that may be assigned by the Library Director or Town Administrator.

PHYSICAL REQUIREMENTS:

Physical abilities include the ability to maintain and clean facilities, maintain grounds, lift 75 pounds, remove snow from walkway, and spread ice melt and sand.

QUALIFICATIONS AND SKILLS:

High School Diploma desirable.

Must have at least one (1) year employment experience in grounds keeping, custodial work or maintenance work.

Must have valid Massachusetts driver's license.

Must have the ability to communicate effectively both orally and in writing with the general public.

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WORKING CONDITIONS:

Flexible work schedule of approximately fifteen (15) hours per week to be determined by the Library Director, and depending upon various circumstances, start and finish times may vary.

This position is a non-exempt position as regarding federal and state minimum wage and overtime requirement and, therefore, is eligible to be paid at the rate of time and one half (i.e., one and one-half times) the regular rate of pay for all hours worked beyond forty (40) hours in a workweek.

The list of essential job functions, qualifications and skills is not exhaustive and may be supplemented at any time.

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