



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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**JOB POSTING**  
**FACILITIES DEPARTMENT**  
**PEABODY PUBLIC SCHOOLS - SCHOOL CUSTODIAL DIVISION**  
**FLOATING SCHOOL BUILDING CUSTODIAN / MAINTENANCE PERSON**

**Job Title:** Floating School Building Custodian / Building Maintenance Person

**Civil Service:** Official Service 1642B, subject to Civil Service testing procedures as they occur

**Union:** AFSCME Local 364

**Grade/Rate:** Entry level rate is \$22.83 (new employees start at 90%)

**Location:** Peabody Public School Buildings and City of Peabody Municipal Buildings

**Schedule:** Varied Floating Schedule to be Determined. Shifts are 8 consecutive hour shifts  
Day and evening shifts anticipated

**\* Please note that several positions and shifts are anticipated**

**Summary of Position Responsibilities:**

Reporting to the Principal, Senior Building Custodian, and the Maintenance Supervisor, the Floating School Building Custodian/Building Maintenance Person is responsible to provide Peabody Public School students and employees with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, work and develop. Responsible for performing custodial duties in a small building or specified areas of a large building.

The job duties for this position are as described below, but not limited to, as follows:

1. Performs custodial tasks under direction of Supervisors.
2. Keeps building and premises, including sidewalks, driveways and areas designated for play neat and clean at all times.
3. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
4. Shovels, plows and sands walks, driveways, paved, and steps, as appropriate.
5. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
6. Raises the United States flag at or before 8 a.m. on each school day and lowers it at or after 3:30 p.m.
7. Sweeps classrooms and facility daily and dusts furniture.
8. Cleans corridors daily.
9. Scrubs, hoses down and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.

10. Washes all windows on both the inside and outside at least twice each year, and more frequently, if necessary.
11. Paints interior and exterior walls and trim.
12. Maintains and performs minor repairs on school buildings plumbing and electrical systems, including replacing worn or defective parts.
13. Repairs or replaces building brick, stone, and concrete.
14. Maintains and repairs wood parts of buildings.
15. Keeps the grounds free from rubbish.
16. Performs such yard keeping chores as grass cutting and tree trimming to maintain the school and municipal facilities and grounds in a safe and attractive condition.
17. Keeps all floors clean and attractive.
18. Cleans all Whiteboards at least once a week.
19. Makes minor building repairs.
20. Reports major repairs needed promptly to the senior custodian or supervisor.
21. Reports immediately to the senior building custodian or supervisor any damage to school property.
22. Remains on the school or facility premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance is required by the Principal and supervisor.
23. Assumes responsibility for the opening and closing of the building each day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
24. Moves furniture or equipment within building as required for various activities and as directed by the senior building custodian.
25. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
26. Performs other such duties as deemed necessary by the principal, senior building custodian or supervisor. Additional duties as may be required and assigned.

**Qualifications:**

Must be able to perform all duties of the position.

Education and Experience: High school diploma or general education development test (GED) and one year of related experience in custodial or maintenance role in a multi-floored business or school environment. License: Must have a valid Massachusetts driver's license. Required Skills: General knowledge of maintenance functions and building upkeep. Able to perform general repairs and upkeep that does not require licensed repairman. Able to discern when licensed tradesperson needed. Knowledgeable of safe methods for personal safety and wellbeing in performing job functions. Work reliably from written instruction; able to read accurately and perform basic math. Must understand and speak English. Basic technology skills desired, including working knowledge of email. Hearing must be sufficient to recognize equipment with functioning difficulties.

All new employees must pass pre-employment physical examination. Must pass Massachusetts criminal background check. May be required to take and pass Civil Service custodial examination if offered in the future. New employee subject to six-month probationary period.

**Job Environment & Physical Demands:**

Work Environment: The work environment involves risks with exposure to potentially dangerous situations or environmental stress and requires a range of safety precautions, e.g., cleaning chemicals, working at heights; work may be required to be done in extreme outdoor weather conditions or similar situations where conditions cannot be controlled.

Physical Demands: The work requires considerable and strenuous physical exertion at times such as operating cleaning equipment, climbing of ladders, lifting heavy objects over 50 pounds, and walking, kneeling, crouching or crawling in areas.

Vision Requirements: Color Vision (ability to identify and distinguish colors); read from a variety of sources.

Work Schedule: 40-hour work week.

Emergency and Stand-by Service: Employees in this position may be required to work rotating shifts and/or stand-by service to address operational needs and emergencies as required. May be required to work extended periods and may require performing duties at multiple School Department and City Buildings. Must be able to work rotating shifts and overtime shifts. Some split shifts may be requested due to COVID-19 protocols.

**Posting Date:** October 16, 2020

**Qualified candidates** please apply by October 30, 2020 at 12:30 PM. AFSCME Local 364 Facilities Unit employees may indicate their interest in writing by Wednesday, October 28, 2020 at 4:00 PM. Positions to remain open until filled. Candidates will be considered as applications are received. Please apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to [kelly.bloom@peabody-ma.gov](mailto:kelly.bloom@peabody-ma.gov); or by fax 978-278-1544. Application is available online at [www.peabody-ma.gov/hr.html](http://www.peabody-ma.gov/hr.html) and once completed may be dropped in the City Hall drop box or the School Administration drop box. The City of Peabody is an EOE.

cc: Dr. Josh Vadala, Superintendent of Schools