



OFFICE OF HUMAN RESOURCES
TOWN OF NORWELL
345 Main Street, Norwell, MA 02061
TEL: 781-659-8060 Email: bchilds@townofnorwell.net

CUSTODIAN - NORWELL PUBLIC LIBRARY
Part-Time, 15.0 Hrs./Wk. – POSITION OPEN 10/1/22

January 24, 2024

Position: Municipal Custodian, Norwell Public Library	Department: Library	Affiliation: Personnel Bylaw	Hourly Pay: \$20.35	FLSA Status: Non-Exempt
Reports To: Library Director			Benefits: Not Eligible	
Work Week/Schedule: 7:00a.m. – 10a.m., Monday – Friday* There may be some occasional weekends/other as requested by Library Director.				

APPLICATION PROCESS/DEADLINE

Interested candidates are encouraged to apply immediately by emailing their resume and the town application (download at <https://townofnorwell.net>) in a PDF format to bchilds@townofnorwell.net. Background checks, including drug screen and references will be required upon conditional offer to final candidate. Contact Human Resources to request a complete job description. **Position open until filled.**

JOB SUMMARY

The Custodian performs a wide variety of semi-skilled manual tasks in the cleaning, maintenance, and other assigned miscellaneous duties to assure that municipal buildings and facilities are maintained in a healthy, safe, and sanitary manner. Operates custodial/maintenance equipment. Cleans, disinfects and restocks washrooms, collects and disposes of trash and recyclables, reports the need for repairs of furniture and buildings. Ensures all buildings are secured before leaving. Frequently lifts objects and moves furniture weighing up to 60 lbs. Operates vacuum cleaners, floor scrubbers and buffers, carpet cleaners, mops, brooms and other custodial/maintenance equipment. Responds to building alarms when Library Director and Facilities Manager are not available. Is responsible for minor outdoor maintenance including snow removal, salting of walkways, leaf blowing parking lot and sidewalks, and other duties as assigned.

SUPERVISION RECEIVED

The Custodian reports to the Library Director and the Facilities Manager; he/she cares for the Library and any assigned municipal buildings and equipment; duties require the ability to work independently in order to follow an established schedule and complete assigned tasks. Special work requests may come from other than the Custodian's direct supervisor; and the Custodian may bring non-routine issues to his/her supervisors for discussion and resolution.

EDUCATION AND EXPERIENCE

High School diploma or equivalent to the completion of the twelfth grade.

Three years of prior experience in a business setting performing custodial and building maintenance (including semi-skilled building maintenance), including individual responsibility.

SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION

A valid Massachusetts Class D driver's license; must possess and maintain a safe driving record after initial hire as a condition of continued employment.