



# Town of Branford Job Announcement

## GGB Custodian (Community House)

**Department:** General Gov't Buildings

**Pay Rate:** \$22.95/hour

**Location:** Community House

Rate Increase on 7/1/25 to \$23.52/hour

**Employment Type:** Full Time

**Union:** UPSEU Rec & Custodians

**Hours:** M-F 8:00am to 4:30pm (40 hrs)

Generous Employee Benefits Programs

**PLEASE SEND RESUME & COVER LETTER TO: CAREERS@BRANFORD-CT. GOV**

### **Position Summary/Purpose:**

The purpose of this position is to perform a variety of janitorial and custodial skilled and unskilled tasks in the proper care and maintenance of Town buildings. Your knowledge and skills to know how and value maintaining, preventing and developing a high-quality clean facility as a team member who is responsible enough to work independently to get the job completed the right way is the expectation for this position. You will provide maintenance, sanitation, cleaning and facility services for the Town of Branford's buildings.

### **Essential Job Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*

- Change light bulbs and fluorescent tubes.
- Sweeps, vacuums, mops, dust, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Dump trash and garbage cans and reline cans with liners.
- Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Wash windows, walls, metal and woodwork.
- Assist in cleaning sidewalks, gutters and roof
- Pick up litter from around buildings and grounds.
- Perform minor semi-skilled interior building maintenance and repairs.
- Mow grass, rake leaves, prune shrubs and weed planting beds.
- Remove snow and ice from Town building walkways
- May have to operate a motor vehicle.
- Inspect and maintain assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed.
- Maintain skills and knowledge in the proper and safe techniques of building maintenance.
- Move and set up furniture, pictures, etc. as needed and assigned. Move files are needed.

**Other Functions:**

- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

**Supervision:**

*Supervision Scope:* Performs varied duties in the maintenance of Town buildings. Exercises judgment and initiative to accomplish custodial services, works independently and in combination with custodians and other town staff.

*Supervision Received:* Works under the general direction of the Custodian Foreman, follows established department general and special orders, rules regulations policies and procedures. Independently maintains records of equipment, repair and scheduled maintenance.

*Supervision Given:* none

**Minimum Required Qualifications****Education and Experience:**

Must have a high school diploma or GED or a combination of experience and training which demonstrates the knowledge and experience to perform the work.

**Special Requirements:**

Valid driver's license. Background investigation for Police Department.

**Knowledge, Ability and Skill:**

*Knowledge:* Working knowledge of equipment, materials and supplies used in buildings and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions.

*Ability:* Ability to work independently and to complete daily activities according to work schedule, to lift heavy objects, walk and stand for long periods of time, to communicate orally and in writing. To use equipment and tools properly and safely. Ability to understand and follow written and oral instructions

*Skill:* Skilled in the operation of listed tools and equipment.

**Tools and Equipment Used**

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, push lawn mower, lawn tractor, rake, weed whacker, pruning shears, snow shovel, snow blower and ladder

**Job Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in and outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

Errors could result in injury to self, other people; liability, delay in services; monetary loss and/or damage to equipment or buildings.

*(This position description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**The Town of Branford is an equal opportunity employer, women, minorities, and veterans are encouraged to apply. Candidates who are offered positions must successfully pass a substance abuse test, and background screening given at the Town's expense.**

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