



## **BUILDING MAINTAINER**

This position is responsible for custodial and building maintenance work involving the performance of assigned/scheduled building maintenance work throughout all Town Buildings.

Salary Range is \$38,708 plus benefits. A Job Description and employment application are attached.

This position will remain open until sufficient applications are received.

The Town of East Hartford is an Equal Opportunity Employer

## TOWN OF EAST HARTFORD

**TITLE:** BUILDING MAINTAINER                      **GRADE:** 5  
**DEPARTMENT:** Public Works                      **DATE:** September 7, 2004

### GENERAL DESCRIPTION

This is responsible custodial and building maintenance work involving the performance of assigned/scheduled building maintenance work throughout all Town buildings. Employee works alone and is also responsible for routine custodial work.

Work involves responsibility for keeping municipal buildings in good repair, and safe condition. Duties include making standard repairs, including electrical, plumbing and carpentry repairs. This position also has the responsibility for making standard maintenance and repair decisions. This work requires that the employee have considerable knowledge, skill and ability in making repairs and alterations to buildings and facilities, which does not require journey level capability.

### SUPERVISION RECEIVED

Works under the general supervision of the Facility Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects buildings to assure conformance to established standards.
- Receives oral and written instructions.
- Obtains materials and equipment needed to perform daily duties.
- Coordinates activities with departments and supervisor.
- Performs routine building maintenance projects, such as, replacing electrical outlets and switches, replacing fluorescent fixtures and ballasts, replacing fans, changing faucets, replacing toilets, removing obstructions from drain pipes, painting rooms, furniture, and similar projects.
- Performs routine cleaning and custodial duties.
- Empties waste baskets.
- Transports trash and waste to disposal area.
- Assists in monitoring the Town's HVAC and other systems.
- Picks up and delivers mail from Post Office, sorts and delivers mail to departments.
- Moves furniture and other items, as required.
- Responds to emergencies, such as toilet spills.
- Performs special projects, such as cleaning drainpipes on the roofs of all Town buildings.
- Removes the snow from sidewalks and other areas, as required.

- Orders materials. Maintains a small workshop with hand tools and equipment.
- Operates snow blower, lawn mower, pickup truck, and other grounds maintenance equipment.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.
- Uses personal computer for email, word processing, time record keeping, daily work records, complaint tracking and resolution, inventory, etc,
- Fills out job forms as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of tools, equipment and methods used in routine building maintenance and repair.
- Considerable knowledge of the work standards and safety procedures in building maintenance work.
- Considerable skill in the safe use of standard hand tools and power equipment., ladders and scaffolding.
- Considerable ability to follow instructions and learn procedures.
- Considerable ability to establish and maintain effective working relationships with coworkers and the general public.
- Good ability to perform custodial work safely, effectively and efficiently with a minimum of direct supervision.

### **QUALIFICATIONS**

A high school diploma, plus three years of experience in building maintenance work requiring the use of standard hand tools and power equipment, or an equivalent combination of education and qualifying experience.

### **SPECIAL REQUIREMENTS**

Must have a valid Connecticut driver's license.

### **TOOLS AND EQUIPMENT USED**

Pickup truck, lawn mower, snow blower, lawn equipment, hand and power tools, cleaning equipment and tools.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 25 pounds, and occasionally more than 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read and interpret basic instructions for operating tools and equipment. The employee must also be able to keep routine records and write basic reports. This position requires the ability to deal with standardized situations with only occasional new variables.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

### **GENERAL GUIDELINES**

The duties listed above 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.

The 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.



# TOWN OF EAST HARTFORD

740 Main Street  
 East Hartford, Connecticut 06108  
 www.easthartfordct.gov

Phone  
 (860) 291-7220

## APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)				
STREET ADDRESS	CITY/TOWN	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER		
		Work ( ) _____		Cell ( ) _____
POSITION APPLIED FOR <b>Building Maintainer</b>				
ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
AVAILABILITY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		DATE AVAILABLE FOR WORK		

### EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", highest grade completed: _____		
Name of high school: _____	Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address: _____	Place HS equivalency was granted: _____		
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:			
<b>School</b>	<b>Address</b>	<b>Course/Major</b>	<b>Degree/Certificate</b>
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.			
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).			
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.			

<b>RECRUITING INFORMATION</b> How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

**YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME**

**IMPORTANT: May we contact your present employer?**     YES     NO

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	
From _____ / _____ month                      year		Telephone Number	
To _____ / _____ month                      year		Description of duties, responsibilities, and significant accomplishments:	
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	
From _____ / _____ month                      year		Telephone Number	
To _____ / _____ month                      year		Description of duties, responsibilities, and significant accomplishments:	
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	
From _____ / _____ month                      year		Telephone Number	
To _____ / _____ month                      year		Description of duties, responsibilities, and significant accomplishments:	
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Have you ever been discharged from a place of employment for cause?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please describe _____		



## **CERTIFICATION (READ CAREFULLY)**

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed \_\_\_\_\_

Date \_\_\_\_\_



Name: \_\_\_\_\_ Position Applied For \_\_\_\_\_

**References:** List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

**AUTHORIZATION & RELEASE**  
**(GENERAL EMPLOYMENT)**

TOWN OF EAST HARTFORD  
DEPARTMENT OF HUMAN RESOURCES  
740 MAIN STREET  
EAST HARTFORD, CT 06108

**DISCLOSURE NOTICE TO JOB APPLICANTS**

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

**\*This form must be notarized or witnessed by EHHRD in order to be considered for employment\***

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Subscribed and Sworn to before me, a Notary Public, in and for County of \_\_\_\_\_,  
and State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public /or

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
Witness -East Hartford Human Resource Dept.

Revised 02/08