

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108



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DEPARTMENT OF  
HUMAN RESOURCES

[www.easthartfordct.gov](http://www.easthartfordct.gov)

November 17, 2016

**EMPLOYMENT OPPORTUNITY**  
**CSEA INC/SEIU, LOCAL 2001**

**BUILDING MAINTAINER**  
**PUBLIC WORKS DEPARTMENT**  
**GRADE 5**

There is an anticipated employment opportunity for the position of Building Maintainer in the Public Works Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. November 28, 2016.

Attachments: Job Description and  
Application for Review of Qualifications

**Please post immediately: 11/17/16**

**Remove: 11/28/16**

## 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.



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Phone  
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## APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

### EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	

Name of Employer		Job Title	
Address		City	State
Zip Code			
<b>Dates of Employment:</b> From _____ to _____ month          year To     _____ to _____ month          year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments: _____ _____ _____		
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
<b>Dates of Employment:</b> From _____ to _____ month          year To     _____ to _____ month          year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments: _____ _____ _____		
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
<b>Dates of Employment:</b> From _____ to _____ month          year To     _____ to _____ month          year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments: _____ _____ _____		
# Hrs. Worked Weekly	Reason For Leaving		