



# Town of Bolton Notice of Job Vacancy

Posting Date – August 11, 2009

**POSITION:** Maintenance Custodian / Laborer

**REPORTS TO:** Director, Public Works Department

**SALARY GRADE:** 5 (\$15.58 - \$20.39) Union Scale

**DUTIES:** Will perform diversified duties for the maintenance and upkeep of municipal buildings and grounds.

Job duties will include but not limited to:

- Performs indoor maintenance work and general cleaning of Town Buildings
- Maintenance work at Town Cemeteries, Town Fields, and other town properties including snow removal
- Interior & exterior painting
- Minor carpentry work and plumbing repair
- Maintains and coordinates inventory supply for DPW Garage
- Performs other duties as requested or assigned by the Director.

**EMPLOYMENT REQUIREMENTS:**

- High school education plus skill in cleaning and maintaining buildings
- Massachusetts motor vehicle operator's license
- Currently possess or ability to obtain CDL License
- Must be able to work weekends on a regular basis. Work-week will be varied.
- Ability to carry out oral and written instructions and to follow proper methods and safety precautions of a custodian
- Must be able to pass a physical examination by the Town's physician

**PHYSICAL DEMAND / WORK ENVIRONMENT:**

Work requires considerable physical exertion. Frequently required to stand, walk, use hands to finger, handle, feel or operate/maneuver objects or tools, and reach with hands and arms. The employee is frequently required to sit, climb or balance, stoop, kneel, crouch or crawl, talk or hear. The employee must occasionally lift and/or move up to 75 pounds. Will operate moving equipment (mowers, etc.) that may require "noise-canceling headsets". Operator must have good visual ability to discern movement (animals, cars, etc.) while operating moving equipment.

**STATUS:** Regular full-time, non exempt

**SCHEDULE:** 40 hours per week

Interested applicants should submit completed Town employment application form to:  
Director, D.P.W. – 12 Forbush Mill Rd. – Bolton, MA 01740

By 3:00PM August 28, 2009

Employment application forms are available from the Town Hall or the D.P.W. Forms are also available on our website [www.townofbolton.com](http://www.townofbolton.com) Please contact the Bolton DPW at 978 779-6402 or via email at [dpw@townofbolton.com](mailto:dpw@townofbolton.com) with any questions.