



CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 20-32

BUILDING CUSTODIAN-SEASONAL

POSTING DATE: June 1, 2020

CLOSING DATE: Open until filled

NOTICE TO ALL APPLICANTS: This opening is available to all City employees and the general public.

SUMMARY OF POSITION: This is routine custodial work at an assigned City building. Employee in this class performs manual labor in cleaning, maintaining municipal buildings and grounds, and other properties. Tasks are performed with specific and detailed instructions or in accordance with an established routine. Primary responsibility is for the use of proper methods and materials in cleaning routines, with the use of various cleaning and disinfecting chemicals and solutions. The work requires little direct supervision.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- Some knowledge of materials, methods and equipment used in custodial work.
- Ability to understand and follow simple oral and written instructions.
- Physical strength sufficient to perform a variety of routine manual tasks in the care, cleaning, limited maintenance or protection of buildings and equipment.
- Knowledge of safety practices and compliance thereof.

FILING REQUIREMENTS: Applicants are required to submit a fully completed Seasonal Employment Application and resume, to the Human Resources Department, Parsons Office Complex, 70 W. River St., Milford, CT or HRrecruit@ci.milford.ct.us. For forms and detailed application instructions, go to www.ci.milford.ct.us/hr/pages/jobs then select *Building Custodian – Seasonal*.

SALARY RANGE: The position is hourly, salary limits are as follows based on experience:

Minimum \$12.00

Maximum \$15.00

SEASONAL

BUILDING CUSTODIAN

GENERAL SUMMARY OF DUTIES

This is routine custodial work at an assigned City building. Employee in this class performs manual labor in cleaning, maintaining municipal buildings and grounds, and other properties and. Tasks are performed with specific and detailed instructions or in accordance with an established routine. Primary responsibility is for the use of proper methods and materials in cleaning routines, with the use of various cleaning and disinfecting chemicals and solutions. The work requires little direct supervision.

ESSENTIAL FUNCTIONS

- Cleans, sanitizes and / or disinfect high-touch areas.
- Sweeps, scrubs, mops, and may wax and polish floors.
- Dusts and polishes furniture.
- Washes windows.
- Cleans lavatories, toilets and fixtures.
- Replaces lavatory supplies.
- Picks up litter and disposes of waste from containers.
- Replaces light bulbs.
- Uses Personal Protective Equipment (PPE) as recommended. Performs other related tasks as required

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- Some knowledge of materials, methods and equipment used in custodial work.
- Ability to understand and follow simple oral and written instructions.
- Physical strength sufficient to perform a variety of routine manual tasks in the care, cleaning, limited maintenance or protection of buildings and equipment.
- Knowledge of safety practices and compliance thereof.

JOB ENVIRONMENT

While performing the duties of this job, the employee may regularly be exposed to fumes, dirt, grease, fuel, chemicals and toxins. The noise level in the work environment is usually moderate to occasionally loud. Routinely travels to City buildings to assist other staff. Uses standard cleaning and maintenance supplies, tools and equipment such as brooms, mops, carpet extractor, vacuum cleaner, buffer, side by side automatic floor scrubber, etc. Makes frequent contact with the other City departments, City employees and members of the public.

PHYSICAL REQUIREMENTS

The physical demands described herein 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. Has ability to perform physical activities that require considerable use of arms and legs and moving the whole body, such as sitting, standing, walking, bending, climbing, twisting, squatting, crouching, reaching overhead, grasping, lifting, balancing, kneeling, pushing, pulling and handling of objects; is on feet most of shift. Has the potential of frequently lifting up to 60 pounds; has ability to occasionally lift up to 80 pounds. Normal eyesight and depth perception, with or without correction; hears normal tones, with or without correction.

The City of Milford, CT is an equal opportunity/affirmative action employer. It is the policy of the City to prohibit discrimination of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, or veteran status.



SEASONAL APPLICATION

DO NOT WRITE IN THIS SPACE

Q Rev. by: _____

NQ _____

Educ _____

Exp _____

Not City EE _____

Other _____

Human Resources Department
 City of Milford
 70 West River Street
 Milford, CT 06460
 (203) 783-3239

_____ Position applying for _____

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
 All blanks must be completed in order for application to be considered.

An Equal Opportunity Employer

PERSONAL INFORMATION

_____ 000-
 Last Name First Name M.I. Other names by which you have been known -Last 6 digits of Soc. Sec. No.

Present Address: _____ How long at this address? _____
 No. and Street City State Zip Code Years/Months

Mailing address (if different from residence address) _____
 No. and Street City State Zip Code

Home Telephone _____ Cellular _____ Email _____

In case of emergency, notify:
 Name _____ Relationship _____ Telephone Number _____

List any relatives or members of your household who are employed by the City of Milford
 Name(s) _____ Job Title _____ Department _____

EMPLOYMENT

Can you perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No
 If no, please explain:

Have you ever been discharged or asked to resign? Yes No
 If yes, please explain:

RELEVANT WORK EXPERIENCE

Next to each work area, please indicate your experience in this field. It is important that you be specific and provide as much information as possible. Include the amount of time you spent doing this type of work and for whom. How many years/months? If this was part of your job, what percentage of your time was spent doing it? If selected your starting rate of pay will be commensurate with your experience as notes in this application.

Employer _____	FROM	TO	TOTAL TIME
Your job title _____	Hours per week _____		
TRUCK DRIVINF/PLOWING or ROAD CONSTRUCTION/MAINTENANCE:			

Employer _____	FROM	TO	TOTAL TIME
Your job title _____	Hours per week _____		
OTHER WORK:			

SPECIAL SKILLS - FIELD

Snowplowing:

Describe any experience you may have had snowplowing. Include the size of the plow(s) you have driven, number of months/years of snow plowing experience and type of area(s) plowed (roads, driveways, parking lots):

Light Equipment:

What best describes your skill level with a payloader?

Excellent Very good Good Fair Never Used

What best describes your skill level with a backhoe?

Excellent Very good Good Fair Never Used

What best describes your skill level with a small tractor?

Excellent Very good Good Fair Never Used

Heavy Equipment:

What best describes your skill level with a grader?

Excellent Very good Good Fair Never Used

What best describes your skill level with a Cat 225 excavator?

Excellent Very good Good Fair Never Used

What best describes your skill level with a bulldozer?

Excellent Very good Good Fair Never Used

OTHER TRAINING, SKILLS, AND/OR LICENSES

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

Summarize any other special skills or abilities relating to the job you want, such as: licenses, machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned above, and any other special abilities or knowledge.

DRIVER'S LICENSE

DRIVER'S LICENSE: If the position for which you are applying will require you to operate a vehicle:

- (1) You must possess a valid driver's license,
- (2) Any special endorsements must be current and valid,
- (3) If you are offered employment by the City of Milford, and if your driver's license is from another state, you will be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license: Yes No State _____

Expiration Date _____ Classification _____ License # _____

Endorsements: _____

FINALISTS WILL BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

SIGNATURE of APPLICANT _____

DATE _____