



Town of Salisbury
5 Beach Road
Salisbury, Massachusetts 01952

Assistant Town Manager
Human Resources
5 Beach Road
Salisbury, MA 01952
(978) 462-8232
Extension 125

BEACH SERVICES CUSTODIAN

POSITION OVERVIEW

POSITION: Beach Services Custodian/Laborer

DEPARTMENT: Public Works

HOURS OF WORK: 40 Hours Weekly; Schedule Changes Seasonally - Memorial Day-Labor Day, 2:00 PM-11:00 PM; Labor Day-Memorial Day, 7:00 AM-3:00 PM

CLASSIFICATION: Full-Time, Union Position, FLSA Non-Exempt

COMPENSATION: \$52,000 annually, excellent benefits package, overtime eligible

This role performs a full range of custodial services including cleaning, minor maintenance, landscape work, event support, and more at the Salisbury Beach Center. Maintains an attractive, sanitary, and safe facility for all Welcome Center visitors. This position is monitoring the Welcome Center year around for any major maintenance issues and reporting them the Beach Services Supervisor. This position will be managing temporary summer staff when the Beach Services Supervisor is not present. This position will also work as a laborer with the highway department during the off season.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following and other reasonably related tasks:

➤ **Comfort Station and Welcome Center Responsibilities**

- Identifies building repair and maintenance needs
- Reviews and assess issues, identifies solutions, implements appropriate remedial actions
- Performs hands-on repairs of minor mechanical issues
- Maintains facility maintenance logs
- Oversees Beach Attendants in the absence of the Beach Services Supervisor
- Assisting Beach Attendants when necessary during staff shortages
- Reviews and updates work order system when necessary
- Performs daily management of HVAC systems
- Repairs minor mechanical issues
- Opening the Welcome Center in the morning and securely locking it in the evening
- Cleaning and sanitizing bathroom toilets, floors, sinks, and any other nearby areas
- Restocking bathrooms with toilet paper, paper towels, soap, and other items
- Unclogging toilets, drains and sinks
- Emptying trash receptacles at the center
- Sweeping, vacuuming, waxing, polishing, dusting floors and fixtures of the Welcome Center
- Managing light fixtures and replacing bulbs as necessary
- Cleaning glass or displays throughout the Welcome Center
- Properly operate and maintain custodial equipment
- Pre-and post-event clean-up and support during events
- Assisting and directing visitors around the beach center when necessary
- Respond to immediate safety or operational concerns

➤ **Highway Division Responsibilities**

- Snow plowing, removal, and salting from public spaces
- Maintain Town cemeteries and parks

- Maintain exterior ground, walkways, steps, and decks
- Assists with Public Works construction and projects
- Occasionally fills potholes ~~and cleans culverts~~
- Prepares equipment for winter operations
- Cleans and maintains department equipment
- Clears roadways of debris
- Maintains safe worksites
- Regularly takes a rotating on-call pager
- Occasionally available to work over-time
- Performs various manual labor as needed on Town properties

➤ **Sewer Responsibilities**

- General cleaning such as sweeping, mopping, sanitizing, vacuuming, and painting
- Keeping track of and organizing cleaning supplies
- Scanning and distributing sewer applications, as-builts, hook-up documents, and other related items
- Pump station work relating to mowing, weed-whacking, and taking readings

SUPERVISION

Reports to the Beach Services Supervisor, Highway Foreman, and Chief Sewer Operator depending on the time of the year.

REQUIRED SKILLS AND QUALITIES

- Knowledge of facilities maintenance
- Knowledge of mechanical systems (HVAC)
- Basic knowledge of electrical, plumbing, and Fire alarm/protection systems
- Ability to perform minor hands-on mechanical repairs
- Ability to plan and organize work and manage competing priorities to meet deadlines
- Ability to follow written and oral instructions
- Ability to work and make decisions independently with little instruction
- Ability to read and follow safety procedures
- Ability to work in inclement weather
- Ability to work a changing schedule throughout the year
- Ability to assist visitors in a friendly and professional manner
- Ability to change tasks quickly and reorganize priorities
- CDL Required within six months of hire

MINIMUM QUALIFICATIONS

To be considered for this position, applicants must have at a minimum the following:

- High School/Trade School diploma or equivalent
- Ability to pass a CORI background check
- Basic computer skills including ability to use email
- Must be at least 18 years of age
- Must have a valid drivers license and a reliable mode of transportation

DESIRED QUALIFICATIONS

Applicants will gain special consideration if they have the following qualities or qualifications:

- Prior Municipal Public Works experience
- Management experience
- Trades License (Plumbing, electrical, etc.)

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed at the Salisbury Beach Center and at the Public Works garage/WWTF plant, as well as out in the field. Position entails driving; working near heavy equipment, power and hand tools; may work in high precarious places. Work is performed inside and outside in all weather conditions. Employee will be exposed to cleaning chemical fumes when working with cleaning products. Makes regular contact with the general public. Most contacts are with fellow employees in the department, other town departments, or various vendors and delivery personnel. Communication is frequently in person or by telephone. Will occasionally have to respond to maintenance emergencies outside of normal business hours. Will occasionally work overtime and assist with snow and ice operations. This position is expected to be highly visible and should positively impact the ambiance of the community with vision, planning, and leadership. This position works a schedule that changes during the year, which includes having to work certain nights and weekends during the Beach Services months.

Employees in this position work indoors and outdoors. Excellent eye sight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges. Required frequent movement in and out of vehicles and equipment. Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights of 50 to 75 pounds. Required to bend, kneel, reach and squat frequently and for long periods of time throughout a work shift. Ability to use and wear personal protective equipment and clothing when necessary, such as, but not limited to, hearing protection, eye protection, foot and hand protection, and hard hat. Attendance is mandatory.

Reasonable accommodations may be made to help individuals with disabilities to perform the essential functions.

APPLICATION INSTRUCTIONS

Interested applicants must send a Resume and three references to Human Resources in order to be considered for this position. Applicants will be given notice before references are called. Applicants are asked to send the aforementioned to jobs@salisburyma.gov, in PDF format, with the subject line "Beach Custodian Application."

This **position will be open until filled** and consideration will be given to applicants in the order in which applications are received.

The Town of Salisbury is an EEO/ADA Employer