



# TOWN OF HOPKINTON

## HUMAN RESOURCES DEPARTMENT

TOWN HALL  
18 MAIN STREET

HOPKINTON, MASSACHUSETTS 01748

MARYROSE DEGROOT  
Human Resources Director

Telephone: 508-497-9769 Fax: 508-435-2571  
e-mail: [Maryrose@hopkinton.org](mailto:Maryrose@hopkinton.org)

### NOTICE OF VACANCY

<b>Job Posting #</b>	FY12-07 CST
<b>Opening Date:</b>	February 16, 2012
<b>Closing Date:</b>	Until Filled
<b>Title:</b>	Custodian
<b>Type of Position:</b>	Part Time – 19hours/week
<b>Salary:</b>	\$13.70ph
<b>Position Location:</b>	Police Station

The Town of Hopkinton (pop. 15,000) with a budget of \$62 million seeks qualified candidates for the position of Custodian.

Under the direct supervision of the Chief of Police the Custodian performs semi-skilled mechanical maintenance, routine building and grounds maintenance and general day porter activities for the police department and maintaining and responding to building fire alarms. This position works a flexible schedule as needs dictate with the approval of the Chief of Police and has daily interaction with police department staff and the public.

1. Maintain an orderly system for inventory and ordering of tools, maintenance supplies, mechanical equipment, custodial equipment and supplies and requisition through (Facilities Coordinator/Town Engineer or Police Department) as supplies are necessary, sufficiently in advance as not to hinder or delay the execution of duties;
1. Obtain quotes from contractors for minor building repairs in compliance with Massachusetts Procurement laws, and maintain annual building contracts for HVAC, Generators, Elevators, etc., for Police Department;
2. Set up and break down for events in Police Station;
3. Maintain the cleanliness and premises of the Police Station including trash removal, sidewalks, entrances and driveways at all times;
4. Snow removal for Police Station entrances and walkways throughout the duration of any weather event;
5. Provides light cleaning at all times as needed;
6. Operates vacuum cleaners, floor polishers, snow blowers and other power maintenance equipment to perform assigned duties;
7. Performs minor repairs such as toilet repairs, broken glass, replace door locks, etc.;
8. Lifts and carries supplies, materials, packages, etc. and delivers to appropriate rooms;
9. Maintain confidentiality of information shared in the Police Building;
10. Other duties, as assigned.

**QUALIFICATIONS**

*To be considered qualified for this position, candidates must have the following:*

1. One (1) year prior experience in a business setting performing building maintenance and custodial work; including semi-skilled building maintenance and grounds work and typical custodial cleaning responsibilities or any equivalent combination of education and experience.
2. Basic knowledge of methods, materials and equipment used in custodial and grounds maintenance work, especially plumbing, electrical, carpentry, and masonry repairs, equipment and materials;
3. Good interpersonal skills and ability to deal effectively with the general public and department employees; the ability to complete several tasks in decentralized areas;
4. The ability to recognize need for repairs; the ability to operate and perform minor servicing on light power equipment; the ability to follow written and oral instruction; and the ability to establish and maintain effective working relationships with other employees.
5. Basic computer skills with the MS Office Suite, especially MS Excel.

**Education, Training, Special Licensure/Certification Requirements:**

1. A candidate for this position should have a High School diploma or equivalent
2. Valid State Driver’s License

**APPLICATION PROCEDURE**

*To be considered for this vacancy, please reference Job Posting # FY12-07CST in the subject line, and submit:*

1. Current employees of the Town of Hopkinton may apply by submitting a letter to the Human Resources Director, indicating their interest. The letter should outline skills, training, and experience relative to the position.
2. Other applicants should complete and submit either a resume, or a Town of Hopkinton application for employment (available at the address below, and on our web site at: <http://www.hopkinton.org>), which should include the contact information for at least three professional references.

Submit the above required information to: [Maryrose@hopkinton.org](mailto:Maryrose@hopkinton.org)

**Please note:** this address is for application materials only. *E-mail is our preferred method of application, however, if you wish to apply by mail, please send the required items to:*

Maryrose DeGroot  
Human Resources Director  
Job Vacancy # FY12-07CST  
Town of Hopkinton  
18 Main Street  
Hopkinton, MA 01748

**Incomplete submissions will not be considered.**

*The Town of Hopkinton does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Town of Hopkinton is an equal opportunity employer, committed to diversity in our workplace.*