

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 24-095-1

Title of Position: Building Custodian
Vacancies exist in the DPW / Building Maintenance Division.

Salary Range: \$19.04 - \$24.05 per hour/40 hours per week
Monday – Friday: 3:30p – 11:30p

Date Posted: April 4, 2024

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Bargaining Unit Position

Physical examination will be required.

Statement of Duties: Keeps City buildings and grounds in clean and orderly condition by performing the following duties:

- Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms and other work areas.
- Sweeps, scrubs, waxes, and polishes floor.
- Cleans rugs and carpets.
- Dusts furniture and equipment. Polishes metalwork.
- Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills.
- Empties wastebaskets, and empties and cleans outdoor ashtrays.
- Transports trash and waste to disposal area.
- Replenishes bathroom supplies.
- Replaces light bulbs.
- Cuts and trims grass, and shovels snow.
- Courteously and politely provides basic information and guidance to patrons.
- Sets up tables and chairs in auditorium, or function rooms.
- Transports small equipment or tools between City buildings.
- Sets up tables and chairs where needed.
- Performs other related duties as assigned.

Education & Experience: Must have completed at least eight school grades, and have at least three months of closely related experience; or an equivalent combination of education and experience.

SPECIAL NOTE: Must possess and maintain a valid, state issued driver's license as a condition of employment.

All applicants will be subject to a driver's license check for last two years and a background criminal check. Negative findings may prevent applicants from being considered.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>