

## **Centerville-Osterville-Marstons Mills Fire Department**

### **Custodial/Maintenance Technician**

#### **Position Summary**

The Centerville-Osterville-Marstons Mills Fire Department is seeking a qualified and dependable **Custodial/Maintenance Technician** to join our team. This position is responsible for maintaining clean, safe, and welcoming facilities at Department Headquarters and outlying fire stations, while also assisting with minor repairs, routine maintenance, and general Department operations.

The position requires an individual who can work independently, pay close attention to detail, and perform a variety of custodial and maintenance responsibilities throughout Department facilities.

**Starting Rate: \$31.00 per hour**

#### **Essential Functions and Responsibilities**

- Maintain a clean, safe, and welcoming environment within all Department facilities, with primary assignment at Headquarters.
- Perform daily cleaning duties, including sweeping, mopping, and vacuuming floors; emptying trash; cleaning and disinfecting common areas and restrooms; and restocking supplies as needed.
- Assist with minor repairs and routine maintenance of equipment, furniture, and facilities.
- Support outside contractors by providing facility access and reasonable assistance with mechanical and building equipment.
- Identify and promptly report maintenance or safety concerns to Chief Officers.
- Assist with seasonal maintenance activities, including placement and removal of plow stakes, salt and ice melt, polling station preparation, and Department events.
- Operate a Department vehicle as necessary for travel between Department facilities, local vendors, and other work-related locations.
- Maintain confidentiality while working in administrative and other restricted areas.
- Comply with applicable policies regarding workplace conduct, attire, and safety.
- Maintain open communication with Chief Officers when traveling off-site or between Department facilities.
- Perform other related duties as assigned.

#### **Qualifications**

- Basic knowledge of commercial or industrial cleaning methods and appropriate safety practices.

- Familiarity with custodial equipment, cleaning products, and supplies.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow instructions and complete assigned tasks independently.
- Ability to work professionally and effectively with Department personnel, contractors, vendors, and members of the public.
- Must possess and maintain a valid Massachusetts driver's license and be able to safely operate a Department vehicle as required.

### **Physical and Environmental Requirements**

The Custodial/Maintenance Technician must be able to perform the essential functions of the position, with or without reasonable accommodation.

The position requires frequent standing and walking and may require bending, kneeling, reaching, lifting, carrying, pushing, pulling, climbing, and balancing. Duties are performed both indoors and outdoors and may involve varying weather conditions, noise, cleaning products, mechanical equipment, and other conditions normally associated with custodial and facility maintenance work.

### **Schedule**

The regular work schedule for this position is **0700-1530, Monday through Friday**, excluding holidays and weekends. The position may occasionally be required to assist with Department events or operational needs outside of the regular work schedule.

### **Medical Examination**

Following a conditional offer of employment, the successful candidate may be required to complete a job-related medical examination consistent with the requirements of the position and applicable law.

### **Supervision**

This position reports directly to the **Fire Chief and Deputy Fire Chief**.

### **Equal Employment Opportunity and Reasonable Accommodation**

The Centerville-Osterville-Marstons Mills Fire Department is an Equal Opportunity Employer and does not discriminate on the basis of any status protected by applicable federal or state law.

Reasonable accommodations may be provided to qualified individuals with disabilities during the application process and in performing the essential functions of the position, in accordance with applicable law.