

Building Custodian 2386

Boothbay Harbor , Maine , United States | Custodial | Full-time Apply by: Dec. 31, 2022 Apply with LinkedIn Apply

BUILDING CUSTODIAN

Opening Date:

March 10, 2022

Closing Date:

Until Filled

Location:

Boothbay Harbor

Position #:

07200-2386

Position Type:

Full Time

Class Code:

1013

Grade/Salary:

10 \$15.00 - \$16.87/hr

BRIEF JOB DESCRIPTION: This is a maintenance and personal service position requiring the custodial care and maintenance of the Department of Marine Resources laboratory/office/aquarium facility.

Representative tasks include: sweep, vacuum, scrub, mop, wax and polish floors; clean and disinfect bathrooms and mirrors, fountains; dusting; clean windows, woodwork, walls, desks, bookshelves; setup and take down tables / chairs in the conference rooms as needed; ensure that all deliveries to the facility reach their respective destination; plow, shovel and/or salt parking area, sidewalks; monitor supplies and materials needed for custodial duties and inform Plant Maintenance Engineer or Building Maintenance Supt. of supplies needed; may perform "callout" duties on a rotating shift basis; interact with staff and the public in a friendly and helpful manner; and perform various other duties as assigned. Work is performed under general supervision. The Building Custodian reports directly to the Plant Maintenance Engineer I.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: (These are required to successfully perform the work assigned).

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+ Knowledge of low-pressure heating plants and their operation and maintenance.

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+ Knowledge of the maintenance and minor repair of plumbing, heating, and electrical systems and fixtures.

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+ Knowledge of materials, methods, and equipment used in janitorial work.

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+ Knowledge of the precautions necessary to safeguard property and equipment.

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+ Ability to understand and follow oral and written instructions.

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+ Ability to perform a variety of manual tasks in the care, cleaning, and maintenance of buildings and equipment.

MINIMUM QUALIFICATIONS: Experience and training which demonstrates a basic knowledge of building and grounds maintenance and repair.

No matter where you work across Maine state government, you find employees who embody our state motto—*Dirigo*—or *lead*—as they provide essential services to Mainers every day. We believe in supporting our workforce’s health and wellbeing with a valuable total compensation package, including:

+ **Work-Life Balance** — Rest is essential. Take time for yourself using 13 paid holidays, 12 days of sick leave, and 3+ weeks of vacation leave. Vacation leave accrual increases with years of service, and overtime-exempt employees receive personal leave.

+ **Health Insurance Coverage**- The State of Maine pays 85%-100% of employee-only premiums (\$9,893.52-\$11,057.52 annual value), depending on salary. Use this chart to find the premium costs for you and your family, including the percentage of dependent coverage paid by the State.

+ **Health Insurance Premium Credit**- Participation decreases employee-only premiums by 5%. Visit the Office of Employee Health and Wellness for more information about program requirements.

+ **Dental Insurance**- The State of Maine pays 100% of employee-only dental premiums (\$350.40 annual value).

+ **Retirement Plan**- The State of Maine contributes 13.16% of pay to the Maine Public Employees Retirement System (MainePERS), on behalf of the employee.

+ **Gym Membership Reimbursement**- Improve overall health with regular exercise and receive up to \$40 per month to offset this expense.

+ **Health and Dependent Care Flexible Spending Accounts**- Set aside money pre-tax to help pay for out-of-pocket health care expenses and/or daycare expenses.

+ **Public Service Student Loan Forgiveness**- The State of Maine is a qualified employer for this federal program. For more information, visit the Federal Student Aid office.

+ **Living Resources Program** — Navigate challenging work and life situations with our employee

assistance program.

+ Parental leave is one of the most important benefits for any working parent. All employees who are welcoming a child-including fathers and adoptive parents-receive four weeks of fully paid parental leave. Additional, unpaid leave may also be available, under the Family and Medical Leave Act.

+ Voluntary Deferred Compensation- Save additional pre-tax funds for retirement in a MaineSaves 457(b) account through payroll deductions.

+ Learn about additional wellness benefits for State employees from the Office of Employee Health and Wellness.

Maine State Government is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request.