



*Town of Uxbridge*  
21 S. Main Street  
Uxbridge, MA  
01569  
Tel. 508-278-8600 Fax. 631-237-5422

NOTICE

POSTED: June 26, 2025

NOTICE: Part-Time, mornings - Job Opening  
Starting Time – 5:30am (4-5 hours a day)  
Monday through Friday (19 hours per week)

CLASSIFICATION: Facilities Custodian

GRADE: A

DIVISION: Facilities

REQUIREMENTS: Per attached job description

RANGE: \$20.81-\$24.00/hr.

ANTICIPATED START DATE: July 15, 2025

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates send cover letter, resume, three professional references, and the Town of Uxbridge application to Human Resources at 21 S. Main St., Uxbridge, MA 01569 or email to [hr@uxbridge-ma.gov](mailto:hr@uxbridge-ma.gov) with subject line: Facilities Custodian. Review of applications will continue until the position is filled.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

*The Town of Uxbridge is an Equal Opportunity Employer*

## **FACILITIES CUSTODIAN**

### **DEFINITION**

The Facilities Custodian plays a vital role in maintaining the safety, cleanliness, and functionality of all assigned Town buildings. This position performs routine cleaning, light maintenance, and provides support for facility-related projects and events under the direction of the Facilities Manager.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Conduct daily custodial duties including vacuuming carpets, mopping floors, cleaning restrooms and break rooms, washing glass surfaces, restocking supplies, and removing trash and recycling
- Perform light maintenance and minor repairs (e.g., replacing light bulbs, tightening hardware, painting) and assist with preventative upkeep
- Move furniture, boxes, supplies, and equipment as needed; must be able to lift up to 50 lbs.
- Operate a Town vehicle to transport materials and supplies between municipal facilities
- Set up and break down furniture and equipment for Town events, including tables, chairs, and canopies

### **SUPERVISION RECEIVED**

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

### **JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

## **NATURE AND PURPOSE OF PERSONAL CONTACTS**

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

## **QUALIFICATIONS**

- Highly motivated, dependable, and able to work independently with minimal supervision
- Previous custodial experience preferred
- Basic knowledge of maintenance tools and safety procedures
- Valid driver's license
- Physical ability to perform manual labor and lift up to 50 lbs
- Flexibility to support occasional events outside regular hours

## **KNOWLEDGE, ABILITY, AND SKILLS**

- Strong understanding of custodial procedures, supplies, and cleaning materials
- Working knowledge of light maintenance tasks related to facilities and equipment
- Familiarity with tools and equipment commonly used in custodial work
- Ability to follow established safety procedures and maintain a safe working environment
- Demonstrates efficiency, self-direction, and good time management skills

## **Schedule:**

- Part-time mornings, 19 hours per week
- Monday–Friday
- Shifts typically range between 4–5 hours per day
- Starting Time is 5:30 AM

**Work Environment:** This position involves physical labor and regular movement between indoor and outdoor areas of Town buildings and facilities. Cleaning will occur daily at Town Hall, Free Public Library, and the McCloskey School when needed.