



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	CUSTODIAN (2nd Shift)
Posting Date:	Thursday, January 30, 2025
Closing Date:	Tuesday, February 18, 2025
Department:	Public Services
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Sweeps, mops, scrubs, and vacuums hallways, stairs and office spaces; waxes & buffs floors, vacuums, cleans and shampoos carpets. • Monitors & regulates the operation of automatic furnace and/or air conditioning units and reports malfunctions to supervisor. • Empties trash; cleans and services lavatories and washrooms; sweeps stairs, entryways & picks up litter in building and outside grounds. • Clears cigarette urns & ashtrays; clears steps & sidewalks of snow & ice. • Attends training programs regarding the Right-To-Know law and the proper handling and application of chemicals and biohazards. • Dusts & polishes furniture & woodwork; washes windows and cleans window treatments. • Maintains an adequate supply of cleaning and household supplies necessary to carry out assigned duties. • Assists in moving furniture and equipment as needed. • Maintains a written log for maintenance and security; performs scheduled security checks on facilities and common areas; responsible for closing, locking and securing buildings.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • HS diploma or GED preferred and one year related experience in janitorial work. • Knowledge of the materials, methods and equipment used in custodial work. • Ability to understand and carry out oral and written instruction. • Ability to operate power tools & equipment used to clean buildings. • Ability to work evenings and holidays.
Licenses/Certifications:	<ul style="list-style-type: none"> • Driver's license
Pay and Hours Per Week Union/Grade: U1 Minimum Salary: \$20.95 hourly Maximum Salary: \$24.4614 hourly Hours per week: 40	Submit the completed application to: Human Resources Department City Hall – 43 Broadway Newport, Rhode Island 02840 HR@CityofNewport.com

An Equal Opportunity and Affirmative Action Employer

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com

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