



**TOWN OF PUTNAM**  
MUNICIPAL COMPLEX  
TOWN HALL  
200 SCHOOL STREET • PUTNAM, CT 06260

**Job Posting**

**On-Call Custodian**

The Town of Putnam is seeking applicants for the position of on-call Custodian within the Maintenance Department to perform semi-skilled tasks in the cleaning and maintenance of the Municipal Complex. Hours of operation are dependent on call outs, and scheduled time off of full-time employees. Occasional evening and weekend hours due to holiday celebrations, Town events, etc. Hourly rate, including overtime if applicable, is per Town Hall Unit Union Contract rates between \$20.42 - \$24.72.

**Minimum Qualifications:**

- High school graduate or equivalent.
- Preferred 1 year of custodial experience at commercial, industrial, municipal, or similar facilities.
- Knowledge of computers including Microsoft Outlook for email.

**Essential Duties and Responsibilities:**

- Empty all trash cans and recycling bins in all office, restroom, breakrooms, and common areas (Town Hall, Library, Historical Society and Community Rooms).
- Wipe tabletops in the Community Room.
- Sweep and mop floors in the eating area and kitchen of the Community Room.
- Clean/wipe all restroom fixtures and sweep/mop restroom floors.
- Manage all spills or clean up needed during or after meetings or gatherings.
- Manually check to see that all 5 exterior doorways are secure before leaving.
- Snow management including shoveling and salting entranceways.
- Due to scheduled public meetings and other events in the Complex, duties may be modified or adjusted as needed.
- Other duties may be applicable per management direction.

**Physical Requirements:**

Moderate to heavy physical effort required concerning the operation and maintenance of department equipment and performing manual tasks. Physical demands may require the occasional lifting of objects up to 50 pounds, Employee must be able to access all areas of the work site. Employees must use caution while driving, particularly during inclement weather. There is likely to be a great deal of standing, waking, sitting, and talking or hearing, employee is required to use hands to finger, handle or feel objects, tools, or controls. Employees are required to reach with hands and arms, bending and climbing and working in dimly lit areas. Must be able to hear normal sounds, distinguish sound as voice patterns, and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. The use of equipment may occur under hazardous conditions; the employee must be always watchful for potential safety hazards.

**EEOC STATEMENT:**

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. In addition, the Town of Putnam will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.

**Please send cover letters and resumes to [mariah.clifford@putnamct.us](mailto:mariah.clifford@putnamct.us) Position will remain open until filled.**

Questions concerning this position, should be directed to the Maintenance Director, Kevin Lamothe at (860) 963-6800 ext 107.

Town of Putnam is an Affirmative Action/Equal Opportunity Employer

**Main Phone: 860-963-6800**

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Building/Zoning. ....	x814	Public Works .....	x811	1st Floor Fax .....	860-963-5398
Economic Development. ....	x813	Refuse/Recycling/Curbside Pickup ...	x812	2nd Floor Fax. ....	860-963-5360
Finance. ....	x807	Registrar of Voters .....	x803	3rd Floor Fax .....	860-963-6814
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