



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF SELECTMEN

One North Main Street
Office: 508-824-6794
Fax: 508-822-4603
E-mail: selectmen@berkleyma.us

JOB POSTING

POSTING: ☒ IN HOUSE
☒ OUTSIDE ADVERTISEMENT

DEPARTMENT: Town Administrator

POSITION: Maintenance Custodian
☐ NEW ☒ EXISTING

CLASSIFICATION: ☐ REGULAR ☐ SALARIED ☒ PART TIME ☐ CASUAL

HOURS: ☒ 16 hours/week ☐ ON CALL

JOB: ☒ ATTACHED BERKLEY PERSONNEL SPECIFICATIONS

PAY RATE: ☒ GENERAL SCHEDULE: GRADE 6, STEP 1 :\$ 21.70/hr
☐ SPECIAL SCHEDULE: GRADE , STEP :\$

SUBMIT: ☒ APPLICATION ☒ RESUME TO: Mchabot@berkleyma.gov

CLOSING DATE: Until Filled

DEPT. HEAD SIG.: [Signature] 09/17/2026
SIGNATURE DATE

THE TOWN OF BERKLEY IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION ADA EMPLOYER

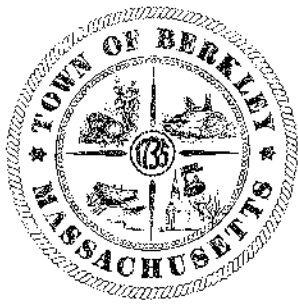
COPIES TO: ☐ PERSONNEL BOARD ☐ FINCOM ☐ UNION LOCAL 1144 IF UNION LEVEL

This notice shall be posted at least seven days prior to any outside or newspaper advertisement and I certify that I have posted this notice at the following locations:

☐ Town Clerk (certified copy)	☐ Town Hall	☐ Library
☐ Highway Dept. Office (employee area)	☐ Community School	☐ Middle School
☐ Public Safety Building lobby		

SIGNATURE

DATE



TOWN OF BERKLEY

MASSACHUSETTS

BOARD OF SELECTMEN

JOB DESCRIPTION

Two North Main Street 02779
Office: 508-824-6794
Fax: 508-822-4603
E-mail: berkleybos@yahoo.com

POSITION: Town Hall Maintenance Custodian

DEFINITION:

Skilled manual work in connection with the repair and maintenance of Town Hall, grounds and equipment; all other related work as required.

GOAL:

To maintain the facilities and grounds in a condition consistent with a Municipal Building.

QUALIFICATIONS:

Must have skills and competencies to carry out the responsibilities of the position

Must be dependable and responsible in carrying out those responsibilities

Must be flexible during inclement weather conditions, keeping public safety paramount

High school graduate or equivalent including or supplemented by technical training; two to three years of experience in repair and maintenance work; or any equivalent combination of education and experience.

Must possess a valid Massachusetts motor vehicle license.

Thorough knowledge of maintenance materials, methods and equipment. Knowledge of heating, air conditioning, mechanics, plumbing, carpentry, electrical work and ground maintenance requiring a degree of skill at or approaching journeyman's level.

PHYSICAL REQUIREMENTS:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

This position requires frequent light to moderate physical effort while incumbent is performing maintenance and repair duties. Incumbent must be able to access all areas and levels of a construction site, and is frequently required to spend several hours walking or standing. While performing duties of this position, the incumbent is regularly required to use hands and fingers, to handle, feel or operate objects, tools, or controls and reach with hands or arms. Performance of the essential functions may also require incumbent to climb or balance; stoop, kneel, crouch or crawl; and smell. Frequently required to lift and or move up to thirty pounds. Occasionally required to move objects weighing approximately 100 pounds. Specific vision abilities required by this position include close vision, color vision, depth perception, and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

REPORTS TO:

Town Administrator & Board of Selectmen

Performs a variety of responsible duties requiring independent judgment as to the methods within a framework of instructions as to work to be accomplished.

JOB ENVIRONMENT:

Work is performed both in and around the Town Hall, with related exposure to outdoor weather conditions.

EXAMPLES OF DUTIES:

YEARLY:

Annual washing of all **windows** in and out

QUARTERLY:

Perform maintenance on each **Roof Top Unit** as required by manufacturer's specifications; must have agility to use ladder to access **Roof Top Unit** area; must remove leaves, needles, etc. during the fall. Inspect **flag** quarterly for wear.

Arrange **plantings** with Garden Club; water as required by species

MONTHLY:

Inspect **Vault 036** ventilation/dehumidifier equipment monthly.

WEEKLY:

Clear **gutters** along roof edges at north entrance canopy weekly during the fall.

Mop/polish public areas tile **floors** daily; all offices once weekly.

Wash/polish tile, fixtures, surfaces for **restrooms**; check rest room consumables

Check **fire protection** equipment, water supply level; enter in log

Check **propane** supply weekly during heating season

COA – monitor food stuffs in refrigerator – dispose of past date items

Empty all **waste** containers weekly; remove empty shipping cartons and packing

AS NEEDED:

Clear debris, leaves from parking lot **drains** routinely during the fall, particularly prior to heavy rain

Must have agility to use ladder to access lofts for maintenance of freeze prevention heaters

Program/tweak **exterior** lighting computer/timer

Maintain entrance lobbies **Walk-off Mats** as needed.

Maintain inventory of **supplies** in copier room

COA activity setups; bingo tables/chairs, exercise mats, knitting/card tables/chairs; video; nurse/podiatrist setup; clear the room after the activity.

Secure floor outlet box cover(s) after use.

Wash **siding** after heavy rain deposits of soil or vegetation -- inspect for mold on siding

Inspect **roofing** materials after windstorm

Maintain the **dumpster**/equipment shed area

Mow/trim **grass** areas; water as needed

Maintain **flag** on half-staff orders from governor.

Wash parking area after Highway Department runs power sweeper through at end of sanding season

Wash **sign** after heavy rain deposits of soil or vegetation

Shovel/scrape snow & ice on all **sidewalks**; apply ice melt sparingly near entrances if needed.

Clear slush, ice away from **parking** lot drains during the winter if needed.

Reset chairs in **Hearing Room** to standard arrangement, remove debris, clean floor after activities.

Provide minor electrical, plumbing, carpentry and painting repairs.

Maintains associated records and tracks inventory levels

Performs similar or related work as required or as situation dictates.

Additional Desirable Job Competencies:

Experience with B.A.S.I.S security systems and traditional door locks a plus

COMPENSATION:

As per grade 6 of the Berkley non-union pay scale, \$21.70/hr

HOURS:

Custodian, at the direction of the Board of Selectmen, will work four (4) four_(4) hour days, Monday thru Thursday 7AM-11AM

Apply on Indeed or send resume and letter of interest to:

Matthew Chabot, Town Administrator

Town of Berkley, MA

1 North Main St. Berkley, MA 02779

Email: mchabot@berkleyma.gov

Phone: (774) 501-0350

