



Job Opportunity

Maintainer I (part-time)

- Location:** Darien Police Department, 25 Hecker Avenue, Darien, CT
- Hours:** Part-time, 20 hours/week, 6:00 – 10:00 p.m., Mon. – Fri.
- Compensation:** minimum rate \$24.71 per hour (Grade: TC-2)
(Eligible for: pension plan and pro-rated holiday and leave time. Not eligible for health benefits.)
- Closing Date:** Open until filled, review of applications will begin October 31, 2016

Job Summary:

Accountable for performing basic tasks of an unskilled to semi-skilled nature in building and grounds maintenance. Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience.

Examples of Essential Duties:

- Performs basic maintenance and custodial tasks including cleaning offices, toilet rooms, stairs, hallways, work rooms, lunchrooms, storerooms and meeting rooms of a building;
- sweeps walks; washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment;
- collects and disposes of trash; dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers;
- works with, and physically accompanies, all outside cleaning and maintenance vendors while working on Police Department grounds
- inspects buildings for damage and reports conditions to supervisor;
- makes minor repairs to roofs, flooring, windows, furniture and other building features;
- makes simple adjustments and repairs to mechanical and electrical equipment and machinery;
- moves furniture, boxes, and/or sets up rooms, etc., as needed;
- orders cleaning supplies; paints various surfaces, as required;
- may remove snow and ice from stairways and walkways around buildings; and
- brings in mail, receives freight shipments and distributes goods to offices.

Minimum Qualifications:

- High school diploma or GED;
- possess and retain a valid Motor Vehicle Operator's license;
- ability to operate, care for and perform minor maintenance on tools and equipment used in daily work;
- ability to understand and follow oral and written instructions;

- some knowledge of tools, equipment and materials used in buildings and grounds maintenance;
- some interpersonal skills;
- some oral and written communication skills; and
- some ability in simple record keeping.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Maintainer I” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following two (2) documents:

1. Cover Letter stating your interest in the position; and
2. Town of Darien Employment Application (available www.darienct.gov, HR Dept. page).

The Town of Darien is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Posted: 10/20/16