

Watchman A

(could start as a “C” or “B”) depending upon qualifications and experience

Formed in 1902, HG&E is a municipally owned utility that provides electricity, natural gas, and fiber optic internet services to over 18,000 customers. Our mission to our customers is simple: “We will provide competitive energy rates, reliable service, and excellent customer service”. We are currently looking for a qualified candidate to fill a vacancy.

STATEMENT OF DUTIES

Under direction, guards against fire, theft, vandalism, and unlawful entry at an assigned area or building; checks locks to see they are secure; maintains order in a given area; reports situations that cannot be handled immediately to police or security personnel; in addition to watchman duties, performs building and grounds maintenance work including cleaning carpets, floors, walls, furniture, restrooms, kitchen, etc., operating tools, equipment, and supplies necessary to perform these functions; disposal of trash and refuse, and performs related work as required.

DUTIES and RESPONSIBILITIES

- Checks all doors in and outside of buildings to be sure they are locked when vacant, locks doors found to be left unlocked, and reports unlocked doors
- Checks all windows to ensure they are secured when building is vacant.
- Notifies police, fire department, or other appropriate authority of any situation requiring immediate or prompt attention.
- Follows and completes the Departments daily, weekly and monthly cleaning schedule. These duties include:
- Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
- Washes and sanitizes bathrooms fixtures daily.
- Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom & office.
- Vacuums all carpeting daily.
- Clean, wax, wash, and maintain building interior and exterior including floors, walls, ceilings, furniture, fixtures, equipment.
- Shovels snow
- Sweeps and clears entrance spaces, daily.
- Wash Windows and Door glass as needed.
- Maintains plantings and parking lot
- Performs other cleaning duties
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
- Changes light bulbs, as needed
- Fill in as needed in other Facilities.
- Be assigned on a rotating shift based on Department needs
- Perform other duties as assigned.
- Regular and reliable attendance.

- Performs other related duties as assigned.
- Ensure compliance to all Department Safety policies and procedures.
- Other Duties as assigned

Minimum Entrance Requirements

- Education: Graduation from high school or GED
- Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture.
- Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds.
- Knowledge of occupational hazards and safety rules and regulations.
- Knowledge of building and property security procedures.
- Ability to explain instructions and guidelines to others effectively.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
- Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 75 lbs. unassisted), bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.
- Willingness and ability to work at night and overtime as required.
- Must own reliable transportation, with Insurance and have a good driving record.

Preferred Entrance Qualifications, (Associate Level) In addition to above

- 5 years Industrial / Commercial Janitorial experience. Custodial and building maintenance in a government/office setting preferred.
- 2 years security experience.

REMARKS :

Successful candidate have a Valid Driver's License and must be able to pass pre-employment physical, drug screening, and criminal background check. Starting pay is dependent upon experience and qualifications.

Interested Candidates should apply online at http://www.hged.com/html/job_opportunities.html. Send a cover letter describing in detail why your qualifications meet the announcement requirements along with your resume and salary requirements, and completed HG&E Job Application.

Send all materials to:
 City of Holyoke Gas & Electric Department
 Attn: Terry Sweeney, Human Resources
 99 Suffolk Street
 Holyoke, MA 01040
 TerrySweeney@hged.com

City of Holyoke Gas and Electric Department is an Equal Opportunity Employer. EEO/AA/M/F/D/V.
 Applications will be accepted until April 8, 2020 or until it is filled
 Working safely is a condition of employment at HG&E

No Phone Calls or Agencies please