

**TOWN OF ASHFORD  
ATTENDANT/MAINTENANCE/CUSTODIAN  
DEPARTMENT OF PUBLIC WORKS-TRANSFER STATION**

**GENERAL DESCRIPTION**

- This is a semi-skilled position, possibly involving moderate difficulty, for the purpose of light cleaning and maintaining town facilities and performing light repair work. The work requires that the employee have good knowledge, skill and ability to recognize and recommend basic preventative maintenance needs. This employee is responsible for the purchasing of custodial and sanitary supplies and for maintaining files to conform to OSHA regulations.
- This position will assist as an attendant for the DPW/Transfer Station facility, including but not limited to manning the entry guard station and other assigned duties.
- This position is in the emergency response category. Personnel will be available to participate in emergency operations which will include snow clearing, water removal and related weather emergency duties.
- Assists with maintaining, repairing, constructing and cleaning of town roads.

**SUPERVISION RECEIVED**

- The employee holding this position works under the general supervision of the Public Works Director, Transfer Station Supervisor and the First Selectman.
- Holder of this position will be required to submit to and successfully pass random drug and alcohol testing

**EXAMPLES OF DUTIES**

The following are guidelines pertaining to the light cleaning and maintenance of town buildings (Knowlton Memorial Hall, Ashford Town Offices, Veteran's Memorial Hall, Town Highway Garage, Ashford Senior Center, Ashford Dog Pound, Old Post Office):

- supplements services provided by private cleaning contractor.
- General computer skills, being efficient in word, excel, and associated software, etc..
- Maintenance of building floors (washing).
- Painting, woodworking, minor building repairs.
- Knowledge of operation and maintenance of power tools.
- Mowing and general outdoor maintenance.
- Knowledge and operation of outdoor equipment (mowers, trimmers, sweepers).
- Walkway care and maintenance (minor patching, cleaning, water/snow removal).
- Considerable ability to communicate orally and in writing.
- The duties, etc. listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties, etc. does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**EDUCATION REQUIREMENT**

High School diploma or equivalent  
CDL preferred but not mandatory

**SPECIAL REQUIREMENTS:**

Must obtain a Transfer Station Operator's license within six months (6) of employment.  
Must be capable of operating a front-end loader and various other equipment at the Transfer Station and DPW.

**SALARY/BENEFITS:**

Hourly TBD – 40 Hours, Full Benefits package including Town's Retirement Plan.  
Note: This position is a Union Position.

**CLOSING DATE \_ - OPEN until position is filled**

Applications may be obtained on the Town of Ashford's web page (ashfordtownhall.org) or picked up in the Selectmen's office, Town Office Building, 5 Town Hall Road, Ashford, CT 06278

Questions: Please call 860-487-4400

**ASHFORD IS AN EQUAL OPPORTUNITY EMPLOYER**

Accepted: \_\_\_\_\_

Effective: \_\_\_\_\_