

# TOWN OF NORTH HAVEN PERSONNEL REQUISITION

**To Requisitioner:** The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: April 27, 2015

Closing Date: May 15, 2015

FROM: DIRECTOR OF FINANCE/ADMINISTRATION

DEPARTMENT: COMMUNITY SERVICES/RECREATION

## I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
5/20/15	1	Maintenance Man II	LG 4	\$16.23 - \$17.81	\$16.23 - \$22.65

PERMANENT: Yes    TEMPORARY: No    If Temporary, for how long? N/A    WHICH SHIFT? Days

FULL TIME: Yes    HOURS: 40    PART TIME No    If part time, what hours or days? N/A

## II. REASON FOR NEED

REPLACEMENT: Yes  No    ADDITION: Yes    No  If yes, state funding.

If yes, person(s) to be replaced. R. Gaudio

## III. REQUIREMENTS

EDUCATION: GRADE SCHOOL    HIGH SCHOOL    X    COLLEGE    COMMERCIAL    OTHER

EXPERIENCE:

This is responsible, varied maintenance and cleaning work involving the general upkeep of the Recreation Center including the pool. Performs general cleaning of recreation building complex, including the pool, locker rooms, offices, gymnasium, bathrooms and meeting rooms. Removes trash. Cleans and maintains floors, windows, walls. Replaces soap and paper supplies. Orders cleaning chemicals for both the Recreation Center and Pool. Follows OSHA requirements and maintains records. Maintains and makes light repairs to recreation complex. Performs light trades work including floor refinishing, carpentry, plumbing and painting work. Sets up gymnasium and meeting rooms for events. Sets up chairs and tables, bleachers, floor mats and other recreation equipment. Orders supplies for buildings within established budget including parts, light bulbs and paper items. Maintains a storeroom. Delivers messages and documents to Town offices and picks up supplies. Moves office equipment, desks and related furniture. Performs related work as required. Hours may change due to elections and referendums.

APPROVED BY: \_\_\_\_\_SEL

\_\_\_\_\_ DF/A