

Job Title: Building Services Worker

Division: Legislative Operations

Salary Range: \$35,919.00 - \$49,705.76

Overview:

Performs various custodial tasks in the care and maintenance of the State House, Legislative Office Building, and Upham-Walker House.

Duties and Responsibilities:

- Responds to requests by the Director on a frequent basis for immediate custodial needs.
- Cleans Senate and House Chambers/Galleries which includes dusting, glass cleaning, vacuuming, and emptying trash cans.
- Cleans the Visitor Center which includes dusting, glass cleaning, vacuuming, and emptying trash cans.
- Vacuums, mops, dusts and polishes furniture and fixtures in all common areas of the Capitol complex.
- Checks washrooms periodically on session days to empty trash cans and ensure that there are enough paper products and soap in the dispensers.
- Assists Building Services Workers in moving furniture and equipment, as needed.
- Assists with various functions and events at the Upham-Walker House and assists in set-ups. Cleans restrooms, vacuums, sweeps, mops, dusts, performs bright work, and cleans windows.
- Dusts and polishes furniture and brass; dusts hallways including the chair rails, wainscoting, windowsills and marble molding.
- Delivers newspapers, opens the Senate Chamber and Reps' Hall, turns on lights and prepares House Break Room on session days. Dusts and polishes the podiums in Reps' Hall and the Senate Chamber.
- Performs other related duties not listed on this job description.

Knowledge, Skills, and Abilities:

- Requires skill in applying instructions to accomplish different job functions.
- Requires knowledge in the proper and safe use of various cleaning products and chemicals.
- Requires the ability to establish and maintain positive working relationships with staff and Members.
- Requires the ability to exercise sound judgment and recognize the need to proactively notify supervisors when repairs or action is needed.
- Requires attention to detail.
- Requires a commitment to safety.

Education, Experience, and Security Requirements:

High school diploma or high school equivalency.

At least one year of experience in cleaning and maintenance activities.

Must possess a valid driver's license and/or have access to reliable transportation.

Physical Requirements:

Requires medium physical work and the ability to lift and/or move up to 50 pounds, including continuous strenuous activities, repetitive motions and frequent reaching, bending or lifting; performs work activities which require fine manual dexterity or coordination in operating machines and equipment.

To Apply:

If you are interested in applying for this position, please email a resume and cover letter to Jennifer Becker, Administrative Office Director at jennifer.becker@gc.nh.gov .