

CITY HALL/LIBRARY COMPLEX
PART-TIME CUSTODIAN

The City of Escanaba is seeking qualified applicants for the position of a part-time Custodian (20 hours per week) for the City Hall/Library Complex. The duties include: Cleaning, custodial work, grounds care, mowing, edging, snow shoveling, snow blowing and related work. Candidates must be able to operate a snow blower, push mower, riding mower and must have a valid Michigan driver's license. The starting wage is \$10.84 - \$11.79 an hour, depending on experience, and applicants must reside within a 20 mile radius of the Escanaba City limits.

Applicants are encouraged to submit a resume, letter of interest, and application via e-mail to kgustafson@escanaba.org or by postal mail, City of Escanaba, Attn: Kim Gustafson, 410 Ludington Street, Escanaba, MI 49829.

Before applying, applicants should review the complete copy of the Part-Time Custodial job description at <http://www.escanaba.org>. The deadline for submissions is Monday, May 13, 2019, at 4:00 p.m.

The City of Escanaba is an Equal Opportunity Employer.

JOB DESCRIPTION
PART-TIME CUSTODIAN

Title: Part-Time Custodian
Department: City Hall/Library
Classification: Part Time, Hourly, Non-Union, At Will
Date: April 23, 2019

GENERAL PURPOSE

The individual in this part-time position is responsible for the interior and exterior appearance and cleanliness of City Hall and Library. The position performs cleaning, light maintenance and grounds work at the facility to which he or she is assigned.

SUPERVISION RECEIVED

The individual works under the general supervision of the Manager's Executive Assistant. May also receive supervision from the Department Head responsible for the facility to which the position is assigned.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are examples of duties typically assigned to custodians. The following list does not include all duties that may be expected to be performed:

- Clean, dust and polish fixtures, furnishings and hard surfaces
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, and other work areas
- Sweep, scrub, wax, mop and polish floors
- Clean rugs, carpets, upholstered furniture, and window treatments
- Wash walls, ceiling, woodwork, windows, doors, and sills
- Empty wastebaskets and transport trash/waste to designated disposal area
- Stock all restrooms
- Maintain records of supplies and replenish when needed
- Replace light bulbs
- Maintain lawn, shrubbery and plant beds
- Remove snow from sidewalks to and around building, with snow blower, shovel, and snow melting chemicals
- Set up and tear down of meeting rooms
- Notify supervisor of major repairs needed in building
- Monitor building security after business hours by making sure all doors are locked
- Unlocking external doors for after-hour meetings
- Monitor and maintain building premises to ensure visitor and occupant safety

PERIPHERAL DUTIES

- Deliver messages and run errands as requested by Supervisor

JOB DESCRIPTION

DESIRED MINIMUM QUALIFICATIONS

Any combination of experience and training which demonstrates the knowledge and experience to perform the work identified herein.

SELECTION GUIDELINES

Selection is based on the strength of application, experience, education, training, personal interview and in some cases, job related aptitude testing.

TOOLS AND EQUIPMENT USED

Automobile, floor buffers, steam cleaners, carpet cleaners, vacuum, mop, broom, snow blower, shovel, salt spreader, gas trimmer, riding mower, leaf blower, push mower, ladder, basic tools, and other equipment related to the tasks outlined herein.

PHYSICAL DEMANDS

The employee is regularly required to stand, walk, reach, talk, see, distinguish color, hear, climb, balance, stoop, kneel, crouch, crawl, sit, use hands to finger, handle, feel and lift or move up to 75 lbs.

WORK ENVIRONMENT

Work is performed indoors and outdoors, and at times in inclement weather, including exposure to extremes of heat and cold. There is exposure to high or precarious places, fumes, dust, airborne particles, chemicals and electrical currents. The noise level is occasionally loud, and there is occasionally exposure to moving mechanical parts.

The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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