

CUSTODIAN

THE OPPORTUNITY

Performs custodial duties at City Hall, the Fire Station and the Public Works building. Performs other facility maintenance work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Facilities Manager or their designee.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES

An employee in this position may be called upon to perform any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

- Maintain the interior and exterior of the City Hall building to present a clean, sanitary, welcoming appearance to employees and the public and to preserve the useful life of the building.
- Maintain the City Hall grounds through general cleaning, and clearing sidewalks in the immediate area of the entryways of snow, ice, or other debris as necessary.
- Clean the office areas, breakrooms, restrooms and windows of the Public Works Facility.
- Performs other maintenance duties at these and other City-owned or operated facilities as required.

PREFERRED SKILLS AND QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability (KSAs) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of the principles and practices of building upkeep, cleaning and maintenance operations including but not limited to: general building cleaning, set up of City Commission chambers, replacing water-stained or damaged ceiling tiles, replacing light bulbs, replacing light switches and outlets, hanging pictures and bulletin boards etc., interior and exterior painting, refinishing woodwork, cleaning carpets and upholstery, stripping and waxing VCT or vinyl floors, maintaining cleaning supply inventories and submitting reorder requests, helping with winterization of park restrooms, maintaining and repairing cleaning equipment, cleaning of floor drains.
- Ability to work as a self-starter, with limited supervision, in a neat, orderly and efficient manner
- Knowledge of procedures, practices, materials and operation of equipment utilized in facility cleaning and repair.
- Knowledge of public and employee safety practices to minimize the risk of injury and property damage.
- Ability to make sound decisions on operational problems.
- Skill in establishing and maintaining effective working relationships with public officials, community organizations, fellow employees and the general public.
- Ability to work regularly scheduled hours, including occasional evenings and weekends.

REQUIREMENTS

A valid Michigan driver's license is required.

Must be at least 18 years of age.

Preferred education and experience include a high school diploma or GED equivalent.

Ability to pass a criminal background check and maintain a satisfactory record is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, climb, work off ladders or lift equipment, stoop, crouch, crawl, talk, hear, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 75 pounds. Specific visual abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Must have the ability to use and wear project required personal safety equipment.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly exposed to toxic or caustic chemicals, fumes or airborne particles and slick or slippery surfaces. The employee is frequently exposed to heavy equipment, moving mechanical parts, and all types of outside weather conditions. The employee is occasionally exposed to flammable liquids, grease and oil from equipment, sharp or otherwise dangerous instruments or equipment, and vibration. The noise level in the work environment is usually quiet to moderate. The employee may be occasionally exposed to height and enclosed spaces.