

BUILDING AND GROUNDS
LABORER/CUSTODIAN

GENERAL STATEMENT OF DUTIES

Performs a variety of skilled or semi-skilled maintenance work and custodial duties in and around city facilities, utilizing both power driven equipment, power tools and manual cleaning techniques related to the care, maintenance and cleaning of city buildings and grounds. Regular attendance is required for this position.

SUPERVISION RECEIVED

Works under the direction of the Public Services Director or an employee of a higher grade.

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to perform any or all of the following essential functions. These following examples are not an exhaustive list of duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Operates a variety of power equipment used in the maintenance of city buildings and grounds.
- Operate trucks of various sizes used in the maintenance of city buildings and grounds.
- Clean and sanitize restroom facilities and fixtures including sinks, urinals, and toilets and replenish supplies in restrooms.
- Sweep, vacuum, mop and maintain floors as needed; vacuum and shampoo carpets.
- Dust office areas, clean windows and door glass. Remove trash and replace trash bags.
- Perform maintenance tasks such as mowing, snow removal, moving and arranging furniture, repairs to drains, furniture and equipment.
- Perform ground maintenance, raking, sweeping, cold patching and removing debris.
- Provides supervisor with a list of supplies and materials on an as-needed basis.
- Identifies and reports potential hazards, major repairs and unusual events.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

- Work with the elevator company on quarterly inspections leading up to state inspections and load testing.
- Assists City Clerk's office with confidential shredding of documents in coordination with the DJ Root Recycling Center.
- Assists the City Clerk's office with transport, set-up and tear down of election equipment at off-site precinct locations. Performs all duties in conformance to appropriate safety and security standards.

The essential job functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

JOB REQUIREMENTS

Education and Experience:

- Graduation from high school or GED equivalent, and
- Any equivalent combination of education and experience.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees and the public.
- Ability to understand and follow written and oral instructions.
- Ability to work independently and complete assignments in a timely manner.
- Ability to communicate effectively and follow safety and operational guidelines.
- Working knowledge of HVAC systems.
- Valid State of Michigan vehicle operator's license required.
- CJIS compliance including: annual security awareness test, fingerprinting and background check 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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 job, the employee regularly works in both inside and outside weather conditions. The employee frequently works indoors but may be exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

WORK SCHEDULE

Monday through Friday, 3:30am-12noon – will work this schedule until 1/21/2025. After that date, the schedule can change to 7am-3:30pm or remain the 3:30am-12noon shift (employee's choice).

Revised 10/21/2024