

**POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA**

POSITION: Washer/Custodian
DEPARTMENT: Transit
WORK SCHEDULE: 6:00 a.m. - 2:30 p.m., M-F
JOB CATEGORY: LTC I (Labor, Trades, Crafts)

DATE WRITTEN: May 2019
DATE REVISED: May 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Washer/Custodian for City Hall, responsible for maintaining cleanliness of buses and Central Services building.

DUTIES:

Maintains cleanliness of Central Services building, including emptying trash containers, cleaning windows sweeping, vacuuming, and mopping.

Maintains cleanliness of buses, including cleaning interior and exterior of the buses, checking and maintaining fuel levels, cleaning windows, and performing minor/routine painting.

Maintains equipment and machinery in washing bay and cleans and disinfects washroom.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Ability to physically perform the essential duties of the position, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, handling/grasping/fingering objects, crouching/kneeling, bending/reaching, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication.

Ability to operate standard hand tools, including mop and broom.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent works according to specific detailed instructions for easily learned, non-specialized or repetitive duties. Incumbent's work priorities are primarily determined by supervisor, and incumbent has little to no flexibility in the job when making decisions.

Incumbent reports directly to Director.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, handling/grasping/fingering objects, crouching/kneeling, bending/reaching, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication.

IV. WORK ENVIRONMENT:

Incumbent performs duties in an office building and outside, and may be exposed to working in extreme hot or cold temperatures, walking on uneven terrain, working in wet/icy surroundings, working with cleaning chemicals, fumes, dust, odors, and/or dirt, working in a noisy environment and confined areas, and working in high places, such as ladders.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Washer/Custodian for the Transit Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____No_____

Applicant/Employee signature

Date

Print or Type Name