

## POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

POSITION: Custodian II  
DEPARTMENT: Police  
WORK SCHEDULE: 7:00 a.m. – 3:30 p.m., M-F  
JOB CATEGORY: LTC I (Labor, Trades, Crafts)

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

### DUTIES:

- Cleans rooms, hallways, lobbies, lounges, corridors, elevators, stairways, locker rooms and other work areas.
- Sanitizes and cleans restrooms, locks, and unlocks doors, and moves furniture and equipment.
- Cleans, dusts, sweeps, mops, scrubs, waxes, and polishes floors by hand or machine, cleans carpet, upholstery, and furniture.
- Washes windows, screens, sills, woodwork, doors, desks, walls, and ceilings.
- Performs repairs and maintenance of buildings such as patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and repairing carpet.
- Assists in keeping outside premises in orderly condition including mowing and fertilizing grounds, planting and maintaining flower beds, trimming trees, spraying insecticide, collecting, and disposing of waste, and removing snow from sidewalks and entrances
- Orders and stocks needed materials and supplies.
- Performs other related work as needed or directed

## SKILLS AND KNOWLEDGE:

- High school diploma or GED, or equivalent combination of education and experience. One (1) year experience in custodial, building maintenance or general labor.
- Must be at least 18 years of age.
- Ability to meet all departmental hiring requirements, including passage of a drug test.
- Knowledge of and ability to make practical application of Department safety policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Knowledge of maintenance and repair work.
- Knowledge of cleaning and waxing compounds, heating and ventilating equipment, lawn mowers, lawn and plant fertilizers and insecticides, floor buffers and custodial equipment, and basic tools utilized in building maintenance.
- Ability to safely operate a variety of hand and/or power tools and equipment, including, but not limited to, hammer, screw drivers, wrenches, drills, power saws, ratchet, mop, dusting equipment, and broom.
- Ability to safely operate a variety of machinery/equipment including floor buffer, snow blower, steam cleaner, pressure washer, vacuum, and carpet cleaner.