

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

POSITION: Custodian II
DEPARTMENT: City Hall
WORK SCHEDULE: 2:00 p.m. - 6:00 p.m., M-F
(Hours may extend beyond 6:00pm on Common Council and other meeting dates with occasional Saturdays required)
JOB CATEGORY: LTC I (Labor, Trades, Crafts)

DATE WRITTEN: May 2019
DATE REVISED: May 2021

STATUS: Part-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 Custodian I for City Hall, responsible for maintaining cleanliness of City Hall and securing building after hours.

DUTIES:

Maintains cleanliness of City Hall building, including emptying trash containers and replacing liners, vacuuming floor mats and carpets, dry mopping non-carpeted areas, cleaning entry way door glass, spot cleaning glass throughout building, cleaning restrooms and fixtures, maintaining needed supplies in restrooms and office areas, cleaning break areas, sinks and appliances, dusting furniture, computers, phones, and window treatment, spot cleaning carpets, removing cob webs and cleaning walls and doors.

Provides security for evening City Hall meetings.

Closes and secures building after hours, physically inspecting offices, restrooms, and corridors to ensure building is empty.

Removes snow on sidewalks as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or GED.

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 over 50 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 apply knowledge of people and locations and plan/layout work assignments. Ability to compute/calculate, count, and make simple arithmetic additions/subtractions. Ability to read/interpret detailed prints, sketches, layouts, and specifications.

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.

Ability to occasionally work extended hours and evenings.

II. RESPONSIBILITY:

Incumbent works according to a daily work schedule with priorities determined by a flexible, customary routine. Assignments are set jointly by incumbent and supervisor. Incumbent's work is reviewed through random checks. Errors in work are usually prevented through complete prior instructions from supervisor and are detected through notification from other City personnel or the public.

Incumbent reports directly to Administrator.

III. PHYSICAL EFFORT:

Incumbent's duties involve sitting/walking at will, sitting/standing/walking for long periods, lift/carrying objects weighing over 50 pounds, pushing/pulling objects, handling/grasping/fingering objects, crouching/kneeling, bending/reaching, close/far vision, color/depth perception, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works extended hours and evenings.

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. Incumbent must wear protective clothing, as necessary.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Custodian I for City Hall 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