POSITION DESCRIPTION
CITY OF MICHIGAN CITY, INDIANA

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

DATE WRITTEN: May 2019 **STATUS: Full-time**
DATES REVISED: May 2021 **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. City of Michigan City County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Custodian for the City of Michigan City Police Department, responsible for overall building and grounds maintenance and repair functions.

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.

Sets up and takes down tables and chairs for classes and programs.

Cleans and maintains exterior and interior of all police vehicles.

Delivers and returns vehicles contracted for repairs with outside vendors.

Orders and stocks needed materials and supplies.

Performs other related work as needed or directed.

Periodically works extended, weekends, and/or evening hours, and occasionally responds to emergencies on 24-hour basis.

Periodically travels out of town to transport vehicles, but not overnight.

I. 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.

Ability to physically perform maintenance duties, including standing/walking for long periods, moderate to heavy lifting, carrying, and pushing/pulling objects, reaching, bending, crouching/kneeling, climbing ladders, handling/grasping/fingering objects and hearing mechanical sounds.

Ability to effectively communicate orally and in writing with co-workers, other city departments, vendors, 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 department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written and oral instructions and complete required work reports.

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

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to occasionally work extended, weekends, and/or evening hours, and occasionally responds to emergencies on 24-hour basis.

Ability to occasionally travel out of town to transport vehicles, but not overnight.

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

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine, prioritizing work according to maintenance needs/concerns. Assignments are guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work schedule and only refer to supervisor for unusual matters, such as policy interpretations. Incumbent has moderate degree of flexibility in the job.

Incumbent reports directly to Maintenance Foreman.

III. PHYSICAL EFFORT:

Incumbent's duties involve, standing/walking for long periods, lifting/carrying objects weighing up to 100 pounds, pushing/pulling objects, reaching, bending, crouching/kneeling, climbing ladders, hearing mechanical sounds, close/far vision, color and depth perception, and handling/grasping/fingering objects. Strain is not prolonged, and effort is exerted for short to moderate periods of time, usually in connection to such duties as snow removal.

IV. WORKING CONDITIONS:

Incumbent performs duties in both office building, outdoors, and in a vehicle involving driving, exposure to dust, dirt, fumes, power equipment, varying weather conditions, extreme temperatures, and slippery surfaces. While performing the duties of this job, incumbent is occasionally working near moving mechanical parts, in high and precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. Incumbent is occasionally exposed to risk of electrical shock, and moderately loud noise levels.

Incumbent occasionally works extended, weekends, and/or evening hours, and occasionally and responds to emergencies on 24-hour basis. Incumbent occasionally travels out of town to transport vehicles, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Custodian II for the Michigan City Police 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