



Charter Township of Kalamazoo – Job vacancy posting

Position: Custodial Maintenance Worker

Posted: August 20, 2018

Application period closes: August 30, 2018 at 4:00 pm

Hours per week: 40 Hours – Full-time with township provided benefits (non-union medical, dental, vision, defined contribution and paid time off plan)

Salary Grade: Technical, Office & Paraprofessional Classification Grade 3: \$17.09 - \$20.53 per hour

Reports to: The Township Fire Chief/Maintenance Department Supervisor

The Township of Kalamazoo is seeking an energetic, self-motivated employee to perform the duties of a custodial maintenance worker. This position is available due to the recent retirement of a long term employee that had served in this position for nearly forty years.

Position is responsible to perform a variety of daily janitorial/custodial, light building maintenance and vehicle cleaning activities to maintain a safe, clean and pleasant atmosphere in and around township owned facilities. Daily activities are performed with some independence on the part of the employee and require a moderate degree of physical effort. The current scheduled work shift is 6:00 am to 2.30 pm.

To be eligible for consideration, applicants must submit a township employment application (available at www.kalamazootownship.org), resume and letter of interest by email to firechief@ktwp.org by the close of the listed application period.

Interested persons should refer to the attached job description for a general example of types of work and minimum employment requirements. Questions regarding this job posting should be directed to Fire Chief Dave Obreiter at 269-888-2170 or by email at firechief@ktwp.org.

The Charter Township of Kalamazoo is an Equal Opportunity Employer and prohibits discrimination based on race, color, sex, age, religion, national origin, height, weight, marital status, familial status, veteran status, citizenship, handicap/disability, gender identity, sexual orientation, genetic information, or as otherwise in accordance with all Federal or State law, or local regulations.

JOB DESCRIPTION

TITLE: CUSTODIAL MAINTENANCE WORKER

Nature of Work

Under the supervision of the Township Supervisor, performs a variety of daily janitorial/custodial and building maintenance and repair activities to maintain a safe, clean and pleasant atmosphere inside the Township facility. Activities are performed with some independence and require physical effort on the employee's part. Courtesy to the public is required on behalf of the employee to promote a positive public image of the Township.

Examples of Work

- Dust mops and wet mops floors and stairways and operates a vacuum to clean carpeted areas. Spot cleans carpets as necessary.
- Periodically strips floors of old wax, applies fresh wax, and operates power buffer to polish floors.
- Dusts, waxes and polishes tables, chairs, shelves and counters.
- Empties wastepaper baskets. Takes trash to disposal area and incinerates papers.
- Washes mirrors, windows, and glass doors.
- Cleans and sanitizes drinking fountains, restrooms, and floors.
- Replenishes supplies and dispensers. Maintains an inventory of supplies, reordering when necessary.
- Moves furniture to facilitate cleaning, and sets up tables, chairs, projectors, and other equipment for meetings and programs.
- Secures windows and entrances after cleaning. Assists in maintaining security by reporting disturbances or hazards to supervisor, as necessary.
- Changes fluorescent and incandescent light bulbs, and cleans light fixtures as necessary.
- Washes exteriors and details interiors of Township vehicles two times each week.
- Many perform light carpentry, plumbing, and electrical repair activities, utilizing various hand and power tools as assigned.
- Performs a variety of other duties in a training capacity or as workloads, temporary absences or emergencies dictate.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of a high school diploma with course work in vocational technology or the equivalent.

Experience: A minimum of six months to one year of custodial experience or the equivalent.

Necessary Special Requirements: Possession of a valid Michigan Vehicle Operators License.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

For purposes of Employment Standards, this classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act.