

NOTICE

There is a vacancy in the **BAY COUNTY BUILDING AND GROUNDS DIVISION.**

JOB TITLE: Custodian

RATE OF PAY: \$11.91 per hour entry level, progressing to \$13.94 per hour after 2 years (TU04)
Rate of pay includes a 20¢ shift differential

This custodial position is generally considered a second shift assignment.

This is a full-time position with benefits as provided for within the USW Full-time labor agreement, although membership in the union is voluntary.

GENERAL SUMMARY: Under the direct supervision of the custodial supervisor, performs a variety of cleaning tasks to keep county buildings in a clean and orderly manner.

ESSENTIAL FUNCTIONS:

1. Dust and wet mops floors and stairways and operates vacuum to clean carpet areas.
2. Periodically strips floors of old wax, applies fresh wax and operates power buffer to polish floors.
3. Dusts furniture, empties wastepaper baskets and cleans windows, mirrors, doors and washes walls.
4. Climbs ladders to clean windows and walls and change light bulbs.
5. Cleans and sanitizes drinking fountains and restrooms replenishing supplies and dispensers as needed.
5. Checks lights and secures windows and building entrances after cleaning or on a regular basis.
6. Reports irregular activities and advises supervisor of conditions requiring major maintenance or repair.
7. Moves furniture to facilitate cleaning, assist in personnel transfers, or rearrange office layout.
8. Empties trash cans and sweeps around building entrances.
9. Shovels snow and salts entrances and sidewalks when necessary.
10. Punctual and consistent attendance is an essential function of this position.
11. All other duties as assigned.

The above statements are intended to describe the general nature 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.

QUALIFICATIONS: County prefers an individual who has experience in cleaning large buildings or office complexes. Must be trustworthy. Individual must perform duties with minimal supervision. Applicants may be required to take written and/or other examinations.

PHYSICAL REQUIREMENTS: Must be able to move objects up to 75 pounds occasionally with or without reasonable accommodations. This position requires sitting, being mobile, bending, twisting and/or standing for significant periods of time. Must have valid Michigan operator's license.

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m. Monday, January 22, 2018.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."