

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
December 20, 2017

Job Title: Custodian
Department: Public Works Department
Hourly Rate: \$15.99
Status: Full-time Union Position
Hours of Work: 3:00 p.m. to 11:30 p.m., Monday-Friday
Application Deadline: Until filled

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible unskilled work in the care and cleaning of buildings; does related work as required. Work is performed under general supervision.

This is medium to medium-heavy work requiring the exertion of up to 75 pounds of force occasionally, up to 35 pounds of force frequently, and up to 15 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Cleaning buildings and facilities.

- Sweeps, mops and dusts offices and buildings;
- Washes windows, walls, woodwork, bathroom fixtures; mops floors;
- Operates carpet shampooer; vacuums and cleans carpets; strips and waxes floors;
- Gathers and disposes of refuse, litter and trash; collects recyclables and transports to disposal area;
- Sets up buildings and rooms for activities and meetings;
- Replaces fluorescent bulbs, light bulbs and exit lights;
- Removes snow; picks up trash and debris from outside of buildings;
- Paints doors and rooms; polishes furniture; moves file cabinets, desks, furniture, boxes, etc.;
- Cleans restrooms and replenishes them with appropriate supplies;
- Salts sidewalks; moves 50 pound salt bags as needed;
- Receives deliveries; picks up supplies;
- Ensures security of building after working hours;
- Some ladder work required (to change light bulbs etc);
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of building cleaning practices, supplies, and equipment and ability to use them economically and efficiently; ability to understand oral and written directions; ability to establish and maintain effective working relationships with associates; ability to read and write; physical ability to perform heavy manual work; ability to work independently. Ability to work varying shifts in multiple City buildings.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school. Prior custodial experience preferred. Subject to pre- and post-employment drug and alcohol testing and pre-employment criminal background check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

PLEASE FILE APPLICATION WITH THE HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.
APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM AND AT CITY HALL.
E-MAIL: human.resources@shakeronline.com EOE