

**CHARTER TOWNSHIP OF CLINTON
EMPLOYEES CIVIL SERVICE COMMISSION
40700 Romeo Plank Road
Clinton Township, MI 48038
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May 21, 2019

JOB VACANCY

JOB TITLE: Custodial Maintenance
DEPARTMENT: Public Services
SALARY: \$16.00 - \$20.37 Hourly
STATUS: Permanent Part-Time (32 Hours per week)

GENERAL SUMMARY:

Under the general supervision of the Director of Public Services, Assistant Superintendent of Public Services and/or Foreman performs a variety of custodial tasks in the Civic Center, Senior Center and other Township facilities. Also, performs related work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position performs typical custodial duties, including but not limited to cleaning mirrors, windows and doors, dusting, waxing, mopping, vacuuming floors, polishing furniture, emptying waste paper baskets and recycle bins. Performs minor building maintenance such as: painting, cleaning light covers, replacing light bulbs, repairing furniture, equipment, plumbing and electrical problems. Individuals in this position are responsible for outside maintenance such as planting flowers and trash clean-up. Also, prepares Board Chambers and conference rooms for meetings and functions requiring moving of furniture and rearranging layouts for cleaning of offices. In addition, individuals in this position maintain inventory of supplies/materials, keeping of maintenance logs and are responsible for locking all windows and doors at the Civic Center and Senior Center.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:

Applicant must possess the ability and/or skills to do the following: operate hand tools, repair a variety of vehicles and equipment, safely lift and carry items up to 50 pounds, understand and follow complex oral and written instructions, work independently, and be available to work evenings, weekends, holidays or as needed for special events.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma or equivalent. Applicants must have a valid Michigan driver's license and good driving record and maintain both while employed in this position. Successful completion of Civil Service Examination(s) is required and applicant must meet all requirements set forth in the Employees Civil Service Ordinance.

PLEASE NOTE: Interested, eligible candidates must submit an application to the Clinton Township Employees Civil Service Commission on or before the close of business, Monday, June 10, 2019. Pre-employment background investigation and substance abuse testing is required. The Charter Township of Clinton is an Equal Opportunity Employer, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or disability.