



Public Buildings Custodian (Part-Time)

Mayor Pamela Bobst

Reports To:	Director of Public Facilities and Maintenance	Salary:	\$15.00 - \$18.82 per hour
Shift:	Saturday and Sunday needed – morning mostly Weekdays on occasion	FLSA Status:	Exempt

Position Overview:

Under general supervision of the Director of Public Facilities and Maintenance, the Custodian performs basic set-up, cleaning and maintenance of the public buildings throughout the municipal campus, and assist the full-time custodians and/or the Director of Public Facilities and Maintenance in various facility management duties such as cleaning and maintenance. Duties and schedules are dependent on event-based scheduling. Performs various miscellaneous duties as assigned or needed. The Custodian uses standard cleaning equipment and supplies including, but not limited to, vacuums, mops, buffers, ladders, basic hand and power tools. The position also required working with potentially hazardous materials including, but not limited to, solvents, sanitizing agents, cleaners, acids and lubricants. The Custodian also uses standard landscaping tools including, but not limited to, mowers, trimmers, snow blowers and leaf blowers. The work is performed in a variety of environments including a typical office environment, as well as outdoors in adverse weather conditions. The incumbent is also exposed to cleaning chemicals (including acids), lubricants and solvents. The incumbent may be required to work on elevated equipment.

Duties:

1. Cleaning and Maintenance

50%

- Inspects facility, lighting and bathrooms to ensure effective operation*
- Performs routine building maintenance including minor repairs to electrical and plumbing system and interior/exterior painting*
- Cleans public buildings including restrooms, lobbies, halls and offices *
 - Operates standard cleaning equipment and supplies including, but not limited to, vacuums, carpet scrubbers, mops, and ladders
- Sanitizes restrooms and jails *
- Cleans and maintains the exterior of the building *
 - Plants and maintains flowers, bulbs, shrubs etc.
 - Operates mowers and other manual and/or power landscaping equipment
 - Clears sidewalks and other pedestrian areas of snow, ice, debris and other potential hazards
 - Operates snow blowers, leaf blowers
- Collects refuse from interior and exterior waste receptacles and properly disposes
- Performs other related duties as assigned*

2. Event Set-up and Clean-up

48%

- Breakdown equipment, tables, chairs, stage at the conclusion of an event
- Clean event space, equipment, and common areas to ensure space is clean and prepared for next event
- Set-up equipment, tables, chairs, based on event order provided by Even Coordinator
- Assist public users and event coordinators with various needs for equipment or assistance*
- Assists Event Coordinator in coordinating rental and delivery/return of equipment and furniture for various programs

3. Administrative Support

3%

- Assists the Manger in various facility management duties
- Responds to requests for information regarding Memorial Hall rental policies
- Conducts public tours of Memorial Hall to explain and demonstrate facility uses and resources*
- Performs various miscellaneous duties as required or assigned*

* *Denotes essential function of the job*

Minimum Qualifications:

- A high school education; or an equivalent combination of education or experience which provides the necessary skills and abilities to perform the job.

Position will be posted until filled. Applications may be obtained at
http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.
Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30
p.m. at:

Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116

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