

6/6/17

JOB ANNOUNCEMENT

MAINTENANCE CUSTODIAN
CITY HALL & ROLLA POLICE DEPARTMENT

GRADE CLASSIFICATION: 7

Salary: \$10.802/hr to \$14.306/hr (\$22,468/yr to \$29,756/yr)

FSLA: Full Time, Non-Exempt

EMPLOYEE BENEFITS:

Family health and dental insurance plan; life insurance; custom benefit plan; eleven (11) paid holidays; one (1) personal holiday and two (2) weeks vacation after first year of employment; and twelve (12) sick days a year.

DESCRIPTION OF BASIC DUTIES:

Employee will split work hours between City Hall and Rolla Police Department, performing routine custodial and maintenance work. Collects trash and separates recyclable materials; vacuums rugs and carpet; cleans restrooms; cleans walls and windows; dusts and polishes furniture; mops, waxes and polishes floors; cleans fixtures. Cleans gym & locker rooms; does some laundry. Keeps outside premises in neat and orderly condition; may cut grass and shrubs; sweeps, cleans and shovels walks. Responsible for minor building maintenance such as drywall repair, minor plumbing & electrical repairs, changing electrical light ballast, painting interior and exterior, and minor carpentry work. Repairs some equipment within the department such as desks, chairs, exercise equipment, file cabinets, etc. Ensures that cleaning equipment is in proper working order; works through supervisor to replace depleted cleaning supplies and/or equipment; readies meeting rooms for various events and meetings; watches for evidence of damage, fire or illegal entry and reports such to proper supervisor; checks operation of heating and air conditioning equipment, etc.

SPECIAL QUALIFICATIONS:

A good knowledge of proper cleaning methods, materials and solvents, and equipment used in cleaning tasks. Some knowledge of basic building maintenance techniques, including basic carpentry, plumbing, and electrical work. The ability to make minor repairs and adjustments to building facilities and cleaning equipment. The ability to follow and execute verbal or written instructions. The ability to work constructively for long hours without immediate supervision.

EDUCATION:

Must have graduated from an accredited high school and/or have GED equivalent. Prior custodial or minor building maintenance work experience desired, or willingness to train in a custodial program.

PHYSICAL DEMANDS:

Employee is required to stand, sit, walk, climb, kneel, reach, talk and hear. Frequently required to use hands to handle objects, tools, or controls. Specific vision abilities required include close vision and the ability to adjust focus. Must occasionally lift and/or move up to 100 pounds and climb ladders. Must be able to operate a vehicle.

OTHER REQUIREMENTS:

- γ Must be a US citizen at least 18 years of age.
- γ Must possess a valid Missouri Driver=s License at time of appointment.
- γ Must pass a drug screen, an in-depth background investigation and a polygraph exam.

**ALL PERSONS INTERESTED MUST PROVIDE RESUME AND APPLICATION
TO THE ROLLA POLICE DEPARTMENT PRIOR TO 5:00 PM, JUNE 23, 2017.**

AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS