



City of Mason Job Description

Custodian (Part-time)

Department:	Fire Department
Supervised By:	Fire Chief
Supervises:	None
Bargaining Unit:	None
FLSA:	None
Status:	Part-time

General Summary:

Under the supervision of the Mason Fire Chief, the Custodian is responsible for maintaining Mason City Hall with a commitment to building upkeep and an eye to detail; reliability and thoroughness as well as pride in the external and internal appearance of the facility is essential. This position will be approximately 25 hours per week with flexible work days and hours typically beginning in the late afternoon through the evening.

City of Mason:

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- Our Mission: We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- Our Vision: The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- Our Values: We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily:

- Cleaning all areas of City Hall including bathrooms, meeting rooms, offices and hallways on a daily basis.
- Taking out trash, tidying, and wiping surfaces as needed.
- Sweeping and mopping of floors as well as vacuuming carpets.
- Daily cleaning and sanitizing of all bathroom facilities including toilets, sinks, and showers.
- Restocking necessary items such as soap and paper towels.
- Keeping a daily inventory of all supplies and submitting purchase requests when supplies get low.
- Cleaning of mirrors and windows as necessary.

- Performing deep cleaning on a less regular basis.
- Other duties as assigned.

Employment Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation. Requirements include the following:

- High school diploma or the equivalent is preferred.
- Valid State of Michigan Vehicle Operator's License with a good driving record.
- Ability to verbally communicate with other staff and take directions.
- Possess work experience as a custodian, janitor, or a similar role.
- Solid working knowledge of industrial cleaning equipment and appliances and how to maintain them.
- Knowledge of safety protocols such as disposal of chemicals and other hazardous items.
- Detail oriented and conscientious.
- Ability to work efficiently under limited supervision.
- Must pass detailed background check and get finger printed.

Physical Requirements:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements:

- Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.
- Stamina, good physical condition, and strength are essential.
- Climbing stairs, bending, stooping and kneeling will be daily activities.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.