



## Charter Township of Waterford Job Description

### Custodian – Part-time

**Department:** Facilities & Operations  
**Supervised By:** F&O Foreman  
**Supervises:** No supervisory responsibility  
**Bargaining Unit:** None  
**FLSA:** Non-exempt  
**Status:** Part-time

### 28 hours/week

*Potentially alternating shift with one other Library Custodian which would include working Saturday and Sunday every other week.*

**Monday:** 7am – 11am  
**Tuesday:** 7am – 4pm  
**Wednesday:** 7am – 11am  
**Thursday:** 7am – 4pm  
**Friday:** 7am – 11am

### General Summary

Under the general supervision of a Facilities and Operations Foreman or Supervisor, the Custodian monitors building activities, provides assistance to the Facilities & Operations Department in cleaning the various facilities and grounds on the Waterford Township Campus.

### 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.

1. Performs daily cleaning services, including dusting furnishings, vacuuming, mopping, and buffing floors, washing windows and walls, cleaning bathrooms and kitchen areas, emptying garbage/recycling bins, and various other cleaning duties as assigned.
2. Performs minor daily maintenance, including replacing light bulbs, maintaining the cleaning equipment, moving boxes, grounds/landscaping work, painting, and bike path clean-up as needed.
3. Assists F&O staff with minor snow removal duties as needed.
4. Monitor chemical and cleaning equipment inventories and communicate when more is needed before it runs out.
5. Make sure paper products are fully stocked in all bathroom and kitchen areas daily.
6. Will be called upon to clean facilities other than where you are usually assigned on a regular basis.
7. Other duties as assigned.

### Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Ability to work independently and without close supervision.
2. Ability to follow verbal and written instructions and directions.
3. Ability to build courteous relationships with the public and Waterford Township staff.
4. Ability to pass a background investigation, physical examination and drug screen.

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to perform a majority of essential job functions performed in all weather conditions and on varying working surfaces.

This is a moderately demanding position physically, requiring a full range of motion and the use of both fine and gross muscles of the total body. Rest periods are self-determined. The employee is required to lift objects of ± 50 pounds ten times or less per day. Grasping of hand tools (such as staplers, screw drivers, pliers, etc.) under light torque load is common. The largest grasping pattern is approximately 12 inches. Use of both hands and fine finger movement is required. Vibration is not a factor. Most work is performed either standing flat footed or in a seated position. Employees in this position will be required to climb and lower themselves using a standard 6-foot ladder. Upper body strength is essential for many tasks. The employee may be required to pull/push/lift and carry heavy objects, such as tooling, storage boxes, cleaning equipment and ladders. The employee must be able to manually write using a pen or pencil. Good vision is required. Individual should be able to distinguish color. The ability to hear will not affect the productivity of this position.

This position is not conducive to the use of mobility assist devices such as wheel chairs, walkers etc.

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<b><u>WAGES:</u></b>	Start	\$13.00/hour
	6 Months	\$14.00./hour
	1 Year	\$15.00/hour

Posting Date: 10/02/2020  
Closing Date: Open until filled

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township’s web page <https://www.waterfordmi.gov/jobs>