



The CITY OF BURNSVILLE
Invites applications for the position of:
CUSTODIAN (PART-TIME)
An Equal Opportunity Employer

OPENING DATE: 04/06/2021

CLOSING DATE: 04/18/2021

SALARY RANGE: \$ 13.25 – \$ 15.50 hourly DOQ

DESCRIPTION:

This is routine custodial and semi-skilled work in the care and maintenance of city buildings. Work involves performing manual and semi-skilled tasks in the care, maintenance and operation of designated city buildings. Ensures work priorities are completed in a timely manner and proper City policies and procedures are followed.

HOURS:

This position will average 8-20 hours per week, Monday-Friday 5:00 p.m. – 9:00 p.m. and weekends as needed.

ESSENTIAL JOB FUNCTIONS:

1. Performs a variety of custodial work including sweeping, mopping, scrubbing, waxing and polishing floors; washing windows, screens and sills, woodwork, doors, desks, walls and ceilings; arranging and moving furniture and equipment.
2. Dusts and vacuums rooms; locks and unlocks doors; collects trash, disposes of wastes; removes snow and ice from walks and steps, maintains outside walks; assists in keeping buildings properly maintained and in good repair and appearance.
3. Performs a variety of maintenance work requiring some skill in the performance of common maintenance activities with an emphasis on floor care, carpet cleaning, and set-up for large events; etc.
4. Cleans, maintains, inventories and stores necessary equipment and supplies for custodial work.
5. Performs other duties and assumes other responsibilities as need is apparent or as assigned. Respond willingly to varied work assignments and to flexible working hours to facilitate meeting desired results.

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of safe operation and maintenance of various custodial equipment.
- Ability to establish and maintain effective working relationships with all internal and external customers.
- Ability to work weekends and week nights and respond willingly to varied work assignments and flexible working hours.
- Ability to understand and follow oral and written instructions.
- Ability to perform operations involved in custodial duties without close supervision.
- Ability to perform moderately strenuous manual labor for extended periods of time in all temperature extremes.
- Ability to communicate and interact with customers.

WORK ENVIRONMENT:

- Generally, works indoors, temperature controlled.
- May work outside for snow/ice removal.
- May work in cramped and small areas.
- Floors are wet and slippery when being washed and waxed.
- Occasionally up on a ladder.
- Frequently around electrical outlets/resource.
- Vibration from buffer machines.

PHYSICAL DEMANDS:

- On a continuous basis must be able to be on your feet and walk long distances.
- On a continuous basis must be able to reach to various heights to clean windows, reach supplies off of shelves, unlock dispensers in bathrooms, and dust all horizontal surfaces.
- On an occasional basis must be able to climb ladders to change light bulbs overhead and clean interior windows.
- On a continuous basis must be able to lift up to 60 pounds.
- On a continuous basis must be able to set up tables and chairs in the Community Room and Council Chambers.
- On a continuous basis must be able to have adequate fine motor coordination and grasp to handle a variety of tools, equipment and supplies.
- On a continuous basis must be able to bend/stoop, squat, kneel and crawl around confined areas to perform custodial duties.

MINIMUM QUALIFICATIONS:

- Graduation from high school or GED
- Valid driver's license.
- Ability to effectively communicate and interact with customers.
- Ability to work weekends and week nights and respond willingly to varied work assignments and flexible working hours.

DESIRABLE QUALIFICATIONS:

- Minimum of six months experience in custodial work
- Ability to operate a vast array of cleaning related equipment such as carpet extractors, floor buffers and floor scrubbers.
- Experience running Kaivac cleaning machine and Covid Electrostatic sprayer.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a background check

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P: 952-895-4477