

INTERNAL POSITION OPENING

Building Maintenance Department Custodian

Full-time status

Duties to include but not limited to:

- Cleaning and maintaining assigned buildings and grounds.
- Sweeping, mopping, buffing and/or waxing floors, vacuuming carpets, dusting furniture, desks and woodwork, cleaning windows and doors and emptying trash containers.
- Change light bulbs and replace ceiling tiles.
- Clean and sanitize restrooms.
- Move furniture as directed.
- Maintain grounds, walkways and landscaping to include clearing of snow and ice.
- Operate a variety of hand and power tools.

Skills and Knowledge:

- High school diploma or GED.
- Must be at least 18 years of age.
- Ability to meet Department hiring requirements including passing of a physical and drug test.
- Possess a valid driver's license and demonstrated safe driving record.
- Ability to physically perform custodial duties; work with minimal supervision and in a team environment, under time pressure with multiple assigned tasks.
- Knowledge of safety precautions, use various cleaning chemicals, and follow directions.
- Ability to communicate orally and in writing, maintain professional conduct and sensitivity to professional ethics, gender and disabilities.
- Maintain and provide public access and serve the public with respect.
- Ability to occasionally work extended hours, evenings and/or weekends.

Submit an Internal Application to Eric Hartman at 165 Mary St. Lawrenceburg, IN 47025 or by email at ehartman@dearborncounty.in.gov.