

# POSITION OPENING

## Building Maintenance Department

### Custodian- Part time

**Work schedule: 5:00 a.m. - 1:00 p.m. 3 days/week**

**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 applications to Eric Hartman, Maintenance Superintendent via e-mail at [ehartman@dearborncounty.in.gov](mailto:ehartman@dearborncounty.in.gov), or mail to 165 Mary Street, Lawrenceburg, IN 47025