



Charter Township of Waterford Job Description

Custodian – Part-time

Wednesday	4-10:30PM
Thursday	4-10:30PM
Friday	4-10:30PM
Saturdays	8AM-2PM
25 – 28 hours/week	

Department: Parks & Recreation
Supervised By: Recreation Supervisor or designee
Supervises: No supervisory responsibility
Bargaining Unit: Teamsters
FLSA: Non-exempt
Status: Part-time

General Summary

Under the general supervision of a Recreation Supervisor, the Custodian monitors building activities, provides assistance to the general public and program instructors, and performs minor building cleaning.

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. Monitors building, answers telephone, directs public and assists program instructors with building related needs.
2. Performs minor cleaning services, including dusting furnishings, vacuuming, mopping and buffing floors, washing windows, cleaning bathrooms, shoveling snow, and picking up litter on grounds.
3. Performs minor daily maintenance when needed, including replacing light bulbs.
4. Occasionally oversees Community Service Workers.
5. 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 program staff.

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.

WATERFORD TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER

<u>WAGES:</u>	Start	\$13.03/hour
	6 Months	\$13.79/hour
	1 Year	\$14.56/hour
	2 Years	\$15.32/hour

Posting Date:	09/03/2021	4:00 p.m.
Closing Date:	09/10/2021	4:00 p.m. (internal closing)
	Open until filled	(external closing)

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>