



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

**Department of Public Works
Custodian- Grade 6
An Equal Opportunity Employer**

Job Description Summary:

The City of Hamtramck is looking for a responsible custodian, to clean and maintain city hall's external and internal appearances. The ideal candidate will be experience in a custodian role focused on building cleanliness and upkeep. They will have a great amount of physical endurance to cover a large area. A keen eye for detail and diligence are also essential for this role.

Custodian Position:

- Member of AFSCME Local 666
- Full time, Monday through Friday, 8 am – 4 pm (may be asked to come in early, stay late, or work weekends, if needed)
- Reports directly to the Director of Public Services
- Performs and documents routine inspection and maintenance activities - maintains a clean and healthy working environment for the employees & public, ensuring the interior and immediate exterior of the building are sanitary and free of trash and debris.
- Carry out heavy cleansing tasks and special projects - having great attention to detail which assists with keeping the facility clean.
- Must be motivated, responsible, independent, and have excellent time management skills.

Essential Duties and Responsibilities:

- Clean and supply City Hall including Police Department/Holding Cells and Courts (dusting, sweeping, vacuuming, mopping, cleaning vents, public & employee only use restroom cleaning, stairwells, windows/window ledges etc.)
- Perform and document routine inspection and maintenance activities

- Trash collection inside and around the exterior property of City Hall
- Snow removal and salting entrance/exit areas around City Hall
- Carry out heavy cleansing tasks and special projects
- Notify Director of Public Services of occurring deficiencies or needs for repairs
- Make any needed adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Knowledge Skills and Abilities:

- Proven working experience as a Janitor
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity and ability to work independently
- Good communication skills with both employees and members of the public

Education and Experience:

- High School Diploma or GED equivalent.
- Possession of a valid Michigan Driver License with a clean record
- Reasonable experience in a variety of equipment operation, maintenance, and basic repairs

Pay rate: \$19.38

Application Process: Download applications at <https://hamtramck.us/wpcontent/uploads/2021/05/Hamtramck-Application-Final-05072021.docx>. Return completed application and resume via email to hr@hamtramck.com.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate based on race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability of the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodations.