



## **PT Building and Grounds Custodian, City of Sycamore**

The City of Sycamore is seeking a Part-time Building and Grounds Custodian within the Public Works Department. The Part-time Custodian reports directly to the Superintendent of Streets in the Public Works Department. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The position of Part-time Buildings and Grounds Custodian is responsible for the routine cleaning and maintenance of city buildings and grounds, and performs related duties in conjunction with the job description.

Minimum qualifications required:

- High School graduation is required.

This is a non-exempt, part-time AFSCME Local 3957 position. The starting hourly wage is \$17.33. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at [www.cityofsycamore.com](http://www.cityofsycamore.com). All interested individuals should submit an application directly to the Human Resources Department. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or [mpeck@cityofsycamore.com](mailto:mpeck@cityofsycamore.com).

**The City of Sycamore is an Equal Opportunity Employer**

**CITY OF SYCAMORE  
JOB DESCRIPTION**

**DATE APPROVED:** July 2017

**POSITION TITLE:** Part-Time Custodian: Buildings and Grounds

**GROUP:** Public Works Department

**REPORTS TO:** Superintendent of Streets

**FLSA STATUS:** Non-Exempt; represented by AFSCME Local 3957

**JOB SUMMARY**

The position of Part-time Buildings and Grounds Custodian works under the supervision of the Superintendent of Streets. This position performs a variety of skilled and unskilled tasks in the custodial care and maintenance of the Municipal Building, the Public Safety Building, the Public Works Building, and the Water Department offices, along with the grounds associated with the buildings and the downtown area.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1. General janitorial duties, including but not limited to:**
  - Sweeps, vacuums, mops, dusts, shampoos, strips, waxes, polishes and buffs floors, carpets, and furniture, etc.
  - Cleans public restrooms; empties ash cans, recycling bins, and garbage; washes windows, walls, metal and woodwork;
  - Picks up litter from around buildings.
  - Assist with cleaning snow off of sidewalks as needed.
  - Assist individuals with setting up rooms for special meetings or events.
  
- 2. General maintenance, including but not limited to:**
  - Changing light bulbs, furnace filters, etc.
  - Responsible for reporting all electrical and plumbing repairs needed to the Street Superintendent.
  - Keeps record of work completed.
  
- 3. Safety**
  - Responsible for own safety and maintenance of a safe work environment.
  
- 4. Perform related duties as assigned.**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Working knowledge of equipment, materials and supplies used in building, including carpet cleaners, washers, vacuum, mops, broom, dusting equipment and ladders.
- Working knowledge of equipment and supplies used to do minor repairs.
- Some knowledge of first aid and applicable safety precautions.
- Skill in operation of tools and equipment.

- Ability to work independently and to complete daily activities according to work schedule.
- Ability to perform data and word processing computer operations.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to communicate orally and in writing.
- Ability to use equipment and tools properly and safely.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain cooperative working relationships with supervisors, coworkers, vendors, and the public.
- Ability to work a forty (40) hour workweek with periodic overtime, including early mornings, evenings and weekends. The regular work hours will be from 6:00 A.M. to 3:00 P.M. This schedule is flexible to accommodate those tasks that require minimal traffic in the building.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

### **MINIMUM QUALIFICATIONS REQUIRED**

**Education:**

- High School Diploma or equivalent.

**Experience:**

- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, and crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and material weighing up to 30 pounds. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud, depending upon the working conditions.