

**CITY OF HARDIN VACANCY  
ANNOUNCEMENT**

**Janitor/Facilities Maintenance**

**PRIMARY OBJECTIVE OF POSITION:**

Under supervision, performs a variety of manual labor tasks in buildings, and other municipal facilities.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:**

General cleaning of buildings, including offices, restrooms, and meeting rooms to keep in maintained and good condition. Vacuum, sweep and mop floors; clean and stock restrooms; and ensure doors are locked after hours. Clean up spills with appropriate equipment. Perform minor repairs, such as painting and installing new light bulbs. Notify supervisors of major repairs needed. Collect and dispose of trash from each office, restroom, meeting room. Complete tasks in an efficient and timely manner with minimal supervision.

Ensure cleaning supplies are stocked.

While performing the duties of this Job, the employee is frequently required to stand; walk; handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl, talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds and up.

While performing the duties of this Job, the employee is regularly exposed to cleaning chemicals and supplies. Most work performed will be inside buildings, including bathrooms, office rooms, hallways, meeting rooms, etc. Occasional work in areas with exposure to wet and/or humid conditions. Noise level will generally be low.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

High School diploma or GED equivalent, or an equivalent combination of education and experience. Must be able to obtain and maintain all CJIN certifications as required to be around sensitive public safety information.

Must have a valid Driver's License.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**

Entry Level Salary: \$15.20 per hour

Benefits Include: Holiday, Sick, Vacation, and Retirement

**Application Closing Date:** Position Open Until Filled.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This position is part – time. Union position available.

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

665-9260 Ext. 104

Or

<http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required. Applicant is Subject to a Background Check.

# Job Description

## CITY OF HARDIN

**POSITION:** Part-time Janitor/Facilities Maintenance

**ACCOUNTABLE TO:** Public Works Director/ Police Chief/ Mayor

### **PRIMARY OBJECTIVE OF POSITION:**

Under supervision, performs a variety of manual labor tasks in buildings, and other municipal facilities.

**Summary of Main Responsibilities:** General cleaning of buildings, including offices, restrooms, and meeting rooms to keep in maintained and good condition

- Vacuum, sweep and mop floors
- Clean and stock restrooms
- Ensure doors are locked after hours
- Clean up spills with appropriate equipment
- Perform minor repairs, such as painting and installing new light bulbs
- Notify supervisors of major repairs needed
- Collect and dispose of trash from each office, restroom, meeting room
- Complete tasks in an efficient and timely manner with minimal supervision
- Ensure cleaning supplies are stocked

### **PERIPHERAL DUTIES:**

- Maintains departmental equipment, supplies and facilities.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### ***Education and Experience:***

- High School diploma or GED equivalent: or
- An equivalent combination of education and experience.

#### ***Necessary Knowledge, Skills and Abilities:***

- Some knowledge of building repairs and experience cleaning
- Must be able to work safely with a variety of cleaning supplies
- Able to be a self-starter with minimal supervision and manage time efficiently

## **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to contact vendors to order supplies needed for the job, including completing the proper purchase orders through the administration office.

## **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **Certificates, Licenses, Registrations**

Must possess a valid Driver's License.

Must be able to obtain and maintain all CJIN certifications as required to be around sensitive public safety information.

## **Tools And Equipment Used:**

Vacuum, brooms, mops, cleaning supplies, hand tools, trash cans and receptacles.

**Physical Demands** The physical demands 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 frequently required to stand; walk; handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl, talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds and up.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to cleaning chemicals and supplies. Most work performed will be inside buildings, including bathrooms, office rooms, hallways, meeting rooms, etc. Occasional work in areas with exposure to wet and/or humid conditions. Noise level will generally be low.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.**