

POSITION ANNOUNCEMENT

POSITION: Building Custodian
Environmental Department

HIRING RANGE: \$11.52 - \$12.54 Hourly D.O.E.

Pay Grade: 37 (\$11.52-\$13.56-\$15.59)

STATUS: Year-Round
Non-Benefited

DEADLINE: September 25, 2009

Applications due by 5:00pm on the above date.
Postmarks are not honored.

RESPONSIBILITIES: Under general supervision, plans, organizes, supervises, inspects, and executes the Environmental Building custodial operations, grounds maintenance, cleaning and security and performs a variety of administrative and technical duties relative to assigned areas of responsibility. Will include the operation of a motorized garage sweeper, light electrical HVAC equipment maintenance, plumbing, and weeding and landscape maintenance.

QUALIFICATIONS: Must be a graduate of a standard senior high AND experience equivalent to three (3) years full-time custodial work, at least one (1) year of which involved lead or supervisory responsibility. Must be able to lift 75 pounds and work in all weather conditions. Must have a valid Utah Operator's License.

Must have the following knowledge, skills, and other characteristics:

- Knowledge of methods and practices uses in custodial services and minor building maintenance activities, such as, minor plumbing, electrical, and structural problems.
- Knowledge of tools, equipment and supplies used in providing comprehensive custodial and minor building maintenance services.
- Knowledge of principles of personnel supervision, training and performance evaluation.
- Knowledge of safe work practices.
- Skill in monitoring the work activities of assigned custodial staff.
- Skill in maintaining detailed records and preparing administrative reports.
- Skill in communicating clearly and concisely, both orally and in writing.

ESSENTIAL FUNCTIONS: Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This updated job announcement supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

APPLICANTS: For questions relating to this specific position (i.e. work schedules, if a position has been filled, etc.), please contact Carl Francis, Environmental Conservation Manager, at 435-716-9794 from the [Contact List](#).

EMPLOYMENT APPLICATION PROCEDURES: Must submit a City of Logan Employment Application to:

City of Logan
Department of Human Resources
Attn: Bruce Adams
255 North Main Street
Logan, Utah 84321

Emailed and faxed employment applications will be accepted. Email: cwillie@loganutah.org.

Fax: (435) 716-9041. Employment Applications may be obtained at the above address or from our web page at www.loganutah.org, Departments, Human Resources, Employment Application. Resumes may be attached to the employment application, if desired.

NOTE: All City of Logan employees must be able to pass a pre-employment background check and pre-employment drug screen. The City of Logan is an Equal Opportunity Employer. AA/ADA/EEO

Due to the large number of employment applications that we receive annually, we have elected to not send "Thank You" and "Confirmation" letters to each applicant. We wish to thank you in advance for your interest in working for the City of Logan.