



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

June 25, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position at **City Hall**.

Custodian - It is a full-time position with a pay range of \$15.21 to \$20.11 per hour. Job Description is attached.

- Note:**
- This position will be responsible for the care and upkeep of City Hall. General custodial duties will include: sweeping, mopping, trash removal, shoveling snow, picking up litter from grounds, water plants, mulching, etc. Must be able to perform minor repairs, minor carpentry and/or minor masonry work. Must have good customer service skills, be self-motivated, take pride in work, and be very organized.
 - Must have a valid Ohio Driver's License without restrictions of any privilege to drive at any time and is free from any requirement of High Risk Liability Insurance.
 - Passing of a Background and Credit Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Tuesday, June 26, 2018 at 8:00 am
 Application Closing Date/Time: Friday, July 13, 2018 at 2:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 -OR- download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION, OHIO
JOB DESCRIPTION**

Job Title:	CUSTODIAN
Department:	City Hall
Reports To:	Service Director
FLSA Status:	Non-Exempt (USW-2A)
Prepared By:	Human Resources
Prepared Date:	June 18, 2010
Approved By:	Service Director
Approved Date:	June 18, 2010

SUMMARY: Performs routine caretaking of building

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other related duties as assigned:

- Makes sure buildings are opened and closed unless otherwise directed.
- Shovels snow from sidewalks and driveways and applies de-icer at City Hall, City parking lot, Recreation Center and WIC building.
- Makes arrangements with City Garage for parking lot snow removal.
- Performs minor carpentry or masonry work on buildings.
- Sweeps and mops floors in the event of spills, accidents, messes, and/or complaints during the work day.
- Assists with transporting items to storage.
- Collects recyclables from City Hall offices.
- Maintains shrubs and planting around the perimeter of building.
- Performs a variety of other ground tasks including removal of litter from parking lot.
- Performs minor repairs within capabilities and works with independent contractors for other major repairs.
- Collects money from parking meters behind old Rite Aid building. Deposits money in bank and brings receipt to City Hall.
- Raises and lowers flag as appropriate.
- Monitors cleaning supplies and restocks as needed.
- Changes light bulbs.
- Cleans office of the Mayor, Directors and all secured areas once a week.
- Plunges clogged commodes and addresses straightforward plumbing problems.
- From time to time, will utilize people assigned to community service to assist with tasks.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

COMPETENCIES: To perform this job successfully, an individual should demonstrate the following competencies:

Respond well to difficult or emotional customer situations; respond promptly to requests for service and assistance; meet commitments. Speak clearly; listen and get clarification. Write clearly and informatively; present numerical data effectively. Show respect and sensitivity for

cultural differences; treat others with respect and consideration regardless of their status or position. Be able to deal with frequent change, delays, or unexpected events. Be consistently at work and on time; keep appointments on time.

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.

Education and/or Experience: High school diploma or general education degree (GED). Previous custodial experience preferred with some knowledge of plumbing, electrical and carpentry.

Language Skills: Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in on-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply and divide. Ability to perform these operations using units of weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid Ohio Driver's License. HVAC certification preferred.

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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

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 outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places; and is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

WORK HOURS: Determined by the Service Director within the framework of a typical 40-hour work week (M-F - 7:30 am - 4:30 pm, with a one-hour lunch break).