

The City of Laurel, MS will be conducting interviews for the position of Custodian, *City Hall*, Laurel, Mississippi.

**Purpose of Position**

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Maintain and clean City Hall and Public Works

**Major Duties and Responsibilities**

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**Clean City buildings and surrounding areas**

- Vacuum, sweep, and mop floors
- Wash windows as needed
- Empty wastepaper baskets
- Clean the bathrooms
- Clean all glass and doors
- Dust the general common areas and desks
- Wash City building walls, as needed
- Vacuum stairways
- Dust stairway rails
- Vacuum and clean chairs, as needed
- Sweep sidewalks, steps, and entrances, as needed
- Remove paper, debris, and trash from throughout facility and area around buildings
- Remove weeds on occasion

**Clean and maintain Public Works facilities (Tuesdays and Thursdays, 9:00 a.m.)**

- Clean restrooms
- Empty trash cans
- Sweep and mop floors
- Any other custodian duties, as needed

**Provide assistance to City employees as requested**

- Use keys to open buildings, offices, etc.
- Purchase cleaning supplies and materials, as needed
- Report items needing further assistance

**Assist with custodial duties at Police Department, as needed**

**Perform other duties as directed**

**Job Context**

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The custodian is a full-time, permanent position in the City Clerk Department. The immediate supervisor for this position is the Deputy City Clerk. The person in this position is supervised on a daily basis and has no supervisory authority. The Custodian works regular hours most of the time with occasional overtime when the workload demands it. There is no night or shift work involved with this position. The person in this position is not on call. 90% of the work for this position is indoors; 10% of the work for this position is outdoors and requires work in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

There is exposure to chemicals and / or hazardous materials on a daily basis. This exposure includes, but is not limited to, various types of cleaners. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to, vacuuming, waxing, lifting garbage cans, cleaning, and moving boxes.

**Certification, Education and Experience**

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**Certification:** A valid Mississippi driver's license is required for this position.

**Education:** A high school diploma or its equivalent is required this position.

**Experience:** No experience is required for this position.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- Location and layout of departmental facilities
- Procedures and methods for cleaning various types of surfaces
- Proper storage and use of cleaning chemicals
- Daily and weekly routines
- Simple maintenance on small equipment, such as a vacuum
- Proper grammar and proper use of English language in speaking and writing
- OSHA standards and regulations concerning the work of the department
- Mathematical skills, including addition, subtraction, multiplication, and division
- General functions and operations of municipal government

### **Skills and Abilities:**

- Operate departmental cleaning equipment
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Communicate effectively with residents, elected officials, other employees, etc., both orally and written
- Maintain confidentiality
- Prioritize daily work flow
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City policies and procedures

### **Physical Requirements:**

*The physical requirements 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 of this position.*

- Ability to lift 25lbs
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Hearing ability sufficient to hold conversations with others in person and over a telephone
- Ability to bend, stoop, crouch occasionally
- Must be capable of extending the hands and arms in any direction, handling, seizing, holding, grasping, turning, or otherwise working with the hands/fingers.
- Must be able to remain on feet most of day

**The duties listed in this job description are illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical to the position. This job description is subject to change by the employer as the needs of the employer change.**

Salary: \$10.93 per hour / \$22,743.55 annually + attractive benefits package

**Applicant must provide the following documents to Human Resources, 401 North 5<sup>th</sup> Avenue (3<sup>rd</sup> Floor City Hall) Room 302 to complete an application:**

- ✓ WIN Job Center referral
- ✓ Signed Social Security Card
- ✓ Valid Mississippi Driver's License
- ✓ **High School Diploma or Equivalent required**