

Open 06/14/2018

JOBS....

Job Opportunity Bulletin for



Saginaw

BASIC LABORER (p.t.) (Custodian) Hourly Rate: \$9.25 Open to the Public

POSITION

Incumbents work up to 28 hours a week performing a variety of cleaning and custodial tasks under supervision. Duties include, but are not limited to: cleaning floors, walls, ceilings, rugs and carpets; dusting furniture; cleaning toilets and replenishing supplies; emptying waste baskets; changing lights; cleaning windows; painting; and performing other routine maintenance work as assigned. May move and set up furniture and chairs for special events. Shovels snow, cleans walks, mows grass, weed whacks, and picks up leaves and litter from grounds.

BASIC REQUIREMENTS

- High school graduate or GED equivalent
- Prior custodial experience required. Include information on specific custodial duties you performed on your employment application and the Skills Inventory Sheet
- Willingness to work outdoors in any weather in the completion of some assigned tasks.
- Willing and able to perform some tasks utilizing a ladder at varying heights.
- Able to lift heavy loads on occasion when unloading supplies and performing manual tasks.

APPLICATION PROCEDURE

Submit a completed City **Employment Application** and **Skills Inventory Sheet** to the Office of Human Resources, City Hall, Room 202, 1315 S. Washington Ave., Saginaw, MI 48601. Applications will be accepted until the position is filled. Applications and Skills Inventory Sheets are available from our Office M-F, 8-5, or at www.saginaw-mi.com under the "Find A Job" link.

EXAMINATION PROCESS

Applications will be screened. Those best qualified will be invited to an oral interview.

BENEFITS: Subject to change in accordance with collective bargaining agreements.

• 8 paid Personal Time Off (PTO) days per year • 7 paid holidays per year • 4 unpaid approved days off per year • Social Security • Workers' Compensation • SEIU union membership with layoff and recall rights

The City of Saginaw employs only United States citizens and individuals authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986.

The City of Saginaw does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its program and activities.

AN EQUAL OPPORTUNITY EMPLOYER