CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Building Service Worker - Facilities Maintenance (3 positions)
(Monday - Friday – 7:30 am to 3:00 pm. Or 4:30 pm – 1:00 am. Depending on the needs of the department)

SALARY RANGE: Starting Salary: $11.78/hour. (AFSCME 329 Grade H-38);
Excellent benefit package: including medical, dental, vision, life insurance, retirement, holidays, vacation, and more

REPRESENTATIVE JOB DUTIES
- Performs varied custodial tasks in the care and maintenance of Municipal Buildings and facilities.
- Example: sweep, mop, wax, and vacuum floors; polish furniture, desks, chairs, shelves; wash woodwork and windows, etc.
- Operate heavy duty floor machines, vacuum cleaners, buffers, etc.; clean and maintain lavatories; move records, furniture and other equipment as required; gather and dispose of refuse.
- Performs additional duties as required.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD
- Must be high school graduate or equivalent, preferably supplemented with classes from a vocational trade school.
- Must have knowledge of cleaning methods/materials and of general building maintenance activities.
- Minimum of 6 months full time experience in commercial cleaning preferred.
- Extensive knowledge of cleaning and maintenance equipment and ability to operate same.
- Physical condition sufficient to perform essential functions of the position, including bending, standing on one's feet, overhead lifting, and ability to climb ladders to complete cleaning assignments.
- Must have a valid Michigan Driver's License and meet the City's driving record standards.
- Must pass a driving and criminal history check with the Southfield Police Department to be invited to oral interview.
- Ability to understand and follow oral and written instructions, and to work effectively with others.
- Must be available for overtime as needed.
- Must pass an extensive level 3 background investigation conducted by the Southfield Police Department prior to appointment.

The selection process will include a review of the applicant's qualifications, driving record and criminal history check, and an oral board interview. Applicants will be invited to participate in the selection process based on the nature and extent of their related experience. Each step of the process must be passed before the applicant will be considered for advancement to the next step.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen, Southfield MI 48076
Applications may be downloaded from the City's website at www.cityofsouthfield.com

This is a "continuous" recruitment. Applications will be accepted until there are sufficient applicants to meet the City's recruitment needs. As such, interested persons should make application promptly.

First review of applications and commencement of the selection process will begin with applications received in the Human Resources Department by 5:00 p.m., Friday, August 30, 2019.

vr Dated: August 16, 2019

Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.