

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

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

JOB CLASSIFICATION: Facility Services Worker (Wednesday - Sunday 7:00 – 3:30 pm)
Majority of time will be spent at the Southfield Public Library

SALARY RANGE: AFSCME Pay Grade: H-38c Start - \$15.53 – 16.15 DOE: Excellent benefit package: including medical, dental, vision, life insurance, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES:

- Clean, sweep, mop, wax and polish floors using appropriate equipment;
- Routinely wash woodwork, door hardware, wash windows; dust and polish furniture, window sills, desks, shelves, etc.; change light lamps; miscellaneous handyman requests; maintain exterior patio, sweep sidewalks and keep free of ice and snow.
- Set up meeting rooms, public area displays and exhibits as needed.
- Operate scissor lift, assemble scaffolding, operate pallet jack; Specialized cleaning and disinfecting of various equipment; upholstery cleaning and spot cleaning of soiled carpeted areas throughout the City.
- Clean and maintain lavatories; gather and dispose of refuse throughout the City.
- Stock and perform inventory control of maintenance materials and equipment.
- Perform related duties as assigned.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD:

- High School graduate or equivalent; vocational training in building maintenance a plus.
- Minimum of 3 years of recent full-time experience in the building maintenance trades.
- Complete knowledge of cleaning methods, materials and of general maintenance activities.
- Complete knowledge of cleaning and maintenance equipment and ability to operate the same.
- Physical condition sufficient to perform essential functions of the position, including bending, standing, lifting of 50+ lbs., and climb ladders and use scissor lift to complete cleaning assignments.
- Knowledge of occupational hazards and safety codes; use safety precautions necessary in the safe conduct of manual work and the operation of equipment.
- Ability to work independently, problem solve, organize, prioritize and coordinate diverse, simultaneous projects; work under pressure of deadlines and changing priorities.
- Understand and follow oral and written instructions; maintain records; Ability to work effectively with others.
- Must possess a valid Michigan driver's license with a good driving record.
- Must be available to work varied shifts and times to meet the needs of the City when 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, a scissor lift and scaffolding skills test, 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

City of Southfield application packets must be received in the Human Resources Department no later than 10:00 a.m.,
Friday, November 1, 2019

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Vr DATED: October 3, 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 hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.