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## ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY CUSTODIAN PART TIME TEMPORARY

**Pay Grade: 35 Salary Range: \$10.38 to \$14.53 per hour DOE/Q**

**New employees usually start at beginning level of pay range.**

**FLSA Status: Non-exempt (eligible for overtime)**

**Must be able to pass pre-employment drug test and criminal background check.**

**WORKING SCHEDULE:** 10-15 hours per week. Must have reliable transportation.

**TRAINING AND EXPERIENCE:** Prior Custodial experience and background required. Familiarity with MSDS (Material Safety Data Sheets) a plus. Ability to speak, read and write English. High School diploma or equivalent preferred. Candidate of choice must pass pre-employment drug, fingerprint, polygraph and thorough police background check prior to being placed in the position. Position requires some small appliance/mechanical (vacuum /carpet cleaning equipment) aptitude and troubleshooting skill.

**JOB RELATED AND ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:** sweeps, vacuums, mops, scrubs, waxes, and buffs floors; washes windows, walls, and mirrors; cleans and disinfects restrooms and replenishes supplies; dusts and cleans offices; empties trash cans. Performs minor light maintenance such as changing light bulbs, changing filters, checking floodlights, painting and minor repairs. Moves office furniture and equipment. Shovels snow from building walkways in winter and salts icy walkways as needed. This position may require unescorted late evening travel and custodial duties between various City buildings. Candidate must be self motivated, capable of problem-solving, and highly productive with minimal supervision.

**JOB RELATED AND ESSENTIAL QUALIFICATION:** **Knowledge of:** cleaning methods, materials, and equipment such as floor buffing machine; carpet cleaning methods; hand tools. **Ability to:** exercise care in the use of cleaning materials for different types of surfaces; follow oral and written instructions; operate powered automated scrubbers and buffers.

**Physical and Visual ability:** Sufficient to effectively and safely perform required duties. Must have the ability to lift, push, pull and carry between 50 – 75 pounds up and down stairs without assistance.

**Hearing and Speaking ability:** Sufficient to effectively and safely perform required duties. Freedom from mental disorders which would interfere with performance of duties as described.

**Deadline: Application must be received by 5:00 p.m. July 28, 2011.**

**Send application/resume to:**

City of Prescott, Human Resources Office, 201 South Cortez Street, Prescott AZ 86303  
928-777-1347 928-777-1315 800-748-6205 TDD 928-777-1100 Fax 928-777-1213

**Visit our website at:** [www.cityofprescott.net](http://www.cityofprescott.net) EOE/M/F/V/H/D/NSE Posted: July 14, 2011

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Mic Fenech  
Administrative Services Director

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Mary Jacobsen  
Human Resources Director

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