



POSITION: Custodian – Part-Time (20 hrs/wk)
Airport

Duties include but are not limited to:

Performs custodial duties to maintain the Airport terminal, public and administration spaces. Cleans floors and carpeting, washes interior windows and interior and exterior glass doors, sanitizes all rest rooms, picks up and removes trash, cleans furniture, dusts all surfaces high and low, and washes walls. Job Description attached.

SALARY RANGE:

Grade 2: \$919 - \$ 1,129.50 per month. Eligible to participate in City benefit package.

MINIMUM QUALIFICATIONS:

High school graduation or GED required. One (1) year of experience in custodial work, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must be received by the above Employment Office no later than 5:00 PM, Friday, April 21, 2006. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. All selections of personnel are based upon bonafide occupational qualifications. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

EOE
Drug Free Workplace



CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Airport Custodian
DEPARTMENT: Airport
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 2
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Performs varied manual work and provides assistance to support the operation and cleanliness of the Airport terminal. Performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Performs custodial duties to maintain the Airport terminal, public and administration spaces. Cleans floors and carpeting, washes interior windows and interior and exterior glass doors, sanitizes all rest rooms, picks up and removes trash, cleans furniture, dusts all surfaces high and low, and washes walls.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school graduation or GED required. One (1) year of experience in custodial work, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Knowledge of supplies, materials, and equipment used in custodial maintenance. Knowledge of practices and methods in custodial maintenance. Ability to identify occupational hazards and use safety precautions. Perform custodial duties. Operate and maintain large floor care equipment and small hand tools.

Must be able to successfully pass an FBI background check.

This is a part time position. The work schedule will be a rotating shift work including weekends, evenings, and holidays.

SUPERVISION RECEIVED:

An employee in this class is expected to perform duties as part of a work crew often without direct supervision after assignment of duties. The employee generally works under the indirect supervision of the Operations and Maintenance Manager and the direct supervision of the Airport Operations & Maintenance lead who gives instructions and specific objectives and reviews work on specific projects for accuracy and adherence to standards.

PHYSICAL DEMANDS:

The physical demands represent 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.

While performing the manual duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, or operate objects, tools, or control; reach with hands and arm; climb or balance; and stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Requires frequent use of heavy floor maintenance equipment and custodian equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.