



JOB ANNOUNCEMENT

BUILDING CUSTODIAN

PERMANENT FULL-TIME POSITION

40 hours per week

\$16.64 - \$17.75 Hourly (DOQ)

Do you enjoy working independently?

Are you experienced in custodial duties and minor building maintenance?

Do you enjoy a variety of tasks each day?

If you answered "yes" to these questions, then this would be the perfect job for you!

This is a fully benefited position. The City and Borough of Juneau offers a competitive salary package that includes the opportunity for regular wage increases, an excellent health insurance program, paid leave, and retirement credit through PERS (Public Employees' Retirement System).

RESPONSIBILITIES:

Under general supervision and with detailed guidelines, is responsible for the cleaning and minor maintenance of buildings and adjacent grounds.

Typical responsibilities include the following:

- Sweeps, dusts, mops, strips, waxes and buffs floors; washes walks, windows, blinds, doors, walls, fixtures and furniture; vacuums and shampoos carpeting.
- Keeps restrooms clean by sweeping, scrubbing, and cleaning; disinfects and deodorizes urinals and toilet bowls; washes sinks, mirrors and fountains.
- May be required to set up, arrange and take down tables, chairs, platforms, portable fixtures and furniture.
- Rakes and picks up trash from grounds.
- Cleans walks by sweeping and hosing; shovels snow and chips ice; spreads salt on walks.
- Empties ashtrays and trash receptacles.
- Contributes to building security by closing and locking windows and doors.
- Replaces light bulbs, fluorescent tubes, tissue, paper towel and soap dispensers; tightens and replaces nuts, bolts, screws and other hardware fasteners.
- May do light building maintenance tasks such as painting and minor repairs.
- Maintains and makes minor adjustments to janitorial equipment according to manufacturer's recommendations.
- Maintains written reports of cleaning schedules and equipment maintenance and supply inventory.
- May do incidental driving of passenger vehicles and light trucks to deliver supplies and equipment; loads and unloads trucks.
- Performs other related work as required.

MINIMUM QUALIFICATIONS

Experience: Three (3) months of janitorial and cleaning experience in commercial settings involving the use of special cleaning products such as sanitizing solutions and solvents, or carpet shampooing equipment.

Other: A valid Alaska Driver's license **at time of appointment and for continued employment.**

CONTINUED ON BACK SIDE

NOTE: Employment is contingent upon passing a TSA-required security check per 49 CFR 1542 and 1544 and Airport Security Program. This will require an FBI fingerprint criminal history records check. Continued employment is contingent on ability to maintain a favorable security check.

NOTE: This is a benefited position. For more details about benefits, please visit the following website:
<http://www.juneau.org/personnel/benefits.php>

CLOSING DATE

A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department by the close of business (4:30 pm Alaska Standard Time) on **May 31st, 2017**.

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
www.juneau.org/human_resources

OR Visit:

<http://www.juneau.org/personnel/jobs.php>
for instructions on how to submit an application
via email

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:

(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER