



Custodian

Job Posting

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| Position Title: | Custodian |
| Department: | Mayor |
| Work Schedule: | 8:00 a.m. – 4:00 p.m., Monday through Friday, and/or as assigned |
| Salary: | \$21.61/hour |
| Benefits: | https://www.cityofgreensburg.com/city-services/city-employees/employee-benefits/ |
| Status: | Part-time or Full-time |
| Application Deadline: | 5/16/2025 |

The City of Greensburg is seeking a dependable and detail-oriented individual responsible for maintaining the cleanliness of City Hall and other city buildings as assigned. **We are currently accepting applications for both a part-time and a full-time Custodian position; however, only one position will be filled based on departmental needs and candidate qualifications.** Applicants are encouraged to indicate their availability and preference when applying.

Application and complete job description are available in the Clerk-Treasurer's office (314 W. Washington St., Greensburg) or online at: <https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit completed applications to Julie Nobbe, Personnel Administrator, at the Clerk-Treasurer's Office or by email at careers@greensburg.in.gov. Applications submitted by email MUST be in PDF format and include the position title in the subject line to be considered.

PRIMARY RESPONSIBILITIES:

- Clean and maintain City Hall and other assigned buildings, including:
 - Emptying trash and replacing liners
 - Vacuuming, mopping, and spot-cleaning floors and carpets
 - Cleaning restrooms, break areas, appliances, and fixtures
 - Dusting furniture, electronics, and vents
 - Cleaning glass surfaces, walls, doors, and removing cobwebs
- Perform minor outside maintenance as directed
- Replace light bulbs and maintain water flow in unused restrooms
- Restock cleaning and restroom supplies as needed
- Follow daily cleaning schedule and perform other duties as assigned

QUALIFICATIONS:

- Knowledge of and adherence to City and OSHA safety policies
- Ability to perform physical tasks including bending, kneeling, lifting (up to 25 lbs), and standing/walking for extended periods
- Effective communication skills; respectful of diversity and confidentiality
- Ability to follow instructions, work independently or as part of a team, and manage multiple tasks
- Flexible schedule to accommodate special events or office activity

FULL TIME BENEFITS OF EMPLOYMENT WITH THE CITY OF GREENSBURG:

- Health Insurance: Annual cost is \$400 for single, \$800 for employee + children, \$1,000 for employee + spouse, and \$1,200 for family coverage. *Spouse coverage is available as a conditional offer based on eligibility requirements.*
- Vision and dental plan options.
- Defined Contribution Pension plan through the State of Indiana (PERF).
- Life Insurance: Employer-provided coverage with the option to purchase additional insurance.
- Paid Time Off (PTO): Earn up to 130 hours in the first year.
- Holidays: 12 to 14 paid holidays annually, varying based on the election cycle.
- Longevity Pay: Earn 2% of base pay per year of service (up to 20% after 10 years), then 0.5% per year for years 10–20 (up to an additional 5%).
- Eligible for 2 weeks Paid Parental Leave.

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Custodian
DEPARTMENT: City Hall
WORK SCHEDULE: As assigned
JOB CATEGORY: LTC (Labor, Trades, Crafts)

DATE WRITTEN: January 1997
DATE REVISED: September 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. City of Greensburg provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Custodian for City Hall, responsible for maintaining cleanliness of City Hall and other buildings as directed by Mayor.

DUTIES:

Maintains cleanliness of City Hall building and other buildings as directed by Mayor, including emptying trash containers and replacing liners, vacuuming floor mats and carpets, dry mopping non-carpeted areas, cleaning entry way door glass, spot cleaning glass throughout building, cleaning restrooms and fixtures.

Performs of cleaning break areas, sinks and appliances, dusting furniture, computers, phones, window treatment, spot cleaning carpets, removing cobwebs, cleaning walls and doors, and minimal outside maintenance, as directed

Checks light fixtures and replaces bulbs, as needed. Flushes toilets and runs water in sinks of unused restrooms. Dust baseboards, vents, and light fixtures monthly.

Maintains supplies for restrooms and office areas.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

Working knowledge of and ability to make practical application of City and OSHA safety policies and procedures.

Ability to physically perform the essential duties of the position, including exerting sustained physical effort, bending, reaching, crouching/kneeling, standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing less than 25 pounds, and handling/grasping objects.

Ability to effectively communicate orally and in writing with Mayor and other City personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment., work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to be flexible for special events or to work around office use.

II. RESPONSIBILITY:

Incumbent works according to a daily work schedule with priorities determined by supervisor. Incumbent's work is reviewed through random checks. Errors in work are usually prevented through complete prior instructions from supervisor and are detected through notification from other City personnel or the public.

Incumbent reports directly to Mayor.

III. PHYSICAL EFFORT:

Incumbent's duties involve bending, reaching, crouching/kneeling, standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing less than 25 pounds, and handling/grasping objects. Incumbent may exert continuous physical effort, but normal duties do not involve intense physical strain.

IV. WORK CONDITIONS:

Incumbent performs custodial duties in City Hall and other buildings, occasionally involving exposure to cleaning chemicals, dust and dirt, confined areas, and high places. Safety precautions must be always followed to avoid injury to self and others.

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