

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN COMPETITIVE**

DATE: September 22, 2017

- POSITION:** CUSTODIAN I (Part Time)
- DUTIES:** Responsible for providing efficient custodial services in and around public buildings by performing general maintenance, cleaning, and related janitorial duties. Duties require skill in the use of cleaning materials and equipment. Responds to the needs and concerns of all using the facility in a courteous manner. Responsible for ensuring equipment is operational. Position is directly supervised by the Facilities Maintenance Supervisor.
- REQUIRED QUALIFICATIONS:** One year custodial or building maintenance experience. Ability to lift up to 25 pounds.
- DESIRED QUALIFICATIONS:** Two years custodial or building maintenance experience. One year of public contact work experience.
- HOURS:** 16-18 hours/week – Primarily Mornings and Weekends
- SALARY RANGE:** \$13.01 - \$16.26/hr.
- APPLICATION PROCEDURE:** City applications are available from the City Hall Information Window, from the City’s website at www.columbiaheightsmn.gov or by e-mailing Nancy Becker at nbecker@columbiaheightsmn.gov . Applications **MUST** be completely filled out and returned to the Human Resources Director / Assistant to the City Manager, City of Columbia Heights, 590 40th Avenue NE, Columbia Heights, MN 55421, or by e-mail to Nancy Becker at nbecker@columbiaheightsmn.gov . Applications will be accepted until 4:30 p.m., Monday, October 2, 2017. In addition, applicants may submit any other data they feel is pertinent to their consideration. Resumes may be submitted in addition to, but not in lieu of, the City application.
- SELECTION PROCEDURE:** Applicants will be evaluated on the following criteria:
Experience & Training Rating 50%
Oral Interview 50%
- CLOSING DATE:** Applications will be accepted until 4:30 p.m., Monday, October 2, 2017.

EOE M/F/V/H

The City of Columbia Heights does not discriminate on the basis of disability in employment or the provision of services.