

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

DATE: Jan. 14, 2020

- POSITION:** **CUSTODIAN II (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 Park and Recreation Director.
- 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:** Less Than 14 hours per week.
Primarily weekends, working Friday, Saturday, and Sunday 4:30 pm to 1:00 am
- SALARY RANGE:** \$14.38 - \$17.96 per hour.
- APPLICATION PROCEDURE:** Applications are available from the City Hall Information Window, on the City's website at www.columbiaheightsmn.gov, by e-mailing the Human Resources Dept. at psweep@columbiaheightsmn.gov, or by calling 763-706-3610. To be considered for this position, a City application form MUST be completely filled out and returned to the HR Manager, 590 40th Avenue N.E., Columbia Heights, MN 55421 or psweep@columbiaheightsmn.gov. Applications will be accepted until 4:30 pm Friday, January 24, 2020. In addition, applicants may submit any other data they feel is pertinent to their consideration. Resumes will be accepted in addition to, but not in lieu of, a 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 pm, Jan. 24, 2020.

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.**