

City of Pell City

1905 1st Avenue North
Pell City, AL 35125
205-338-2244

VACANCY NOTICE

Post date: October 26, 2016

POSITION TITLE: Library/Municipal Complex Custodian

ANTICIPATED START DATE: TBD

SYNOPSIS: This is a part-time semi-skilled position which entails general labor in maintenance and upkeep of the Pell City Public Library and Pell City Municipal Complex. Work is performed under general supervision and is inspected in progress and upon completion when possible to assure compliance with established policies and procedures. Incumbent works under the general supervision of the Library Director.

QUALIFICATIONS:

- High School Diploma or GED. **Required**
- **Must be 18 years of age.**
- Refer to job description

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Part-time - \$11943.36 (annual)

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received at the City Hall. *This position will remain open until filled.*
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA**

LIBRARY

PART-TIME CUSTODIAN/MAINTENANCE

JOB DEFINITION

This semi-skilled position entails general labor in maintenance and upkeep of the Pell City Public Library and Pell City Municipal Complex. Work is performed under general supervision and is inspected in progress and upon completion when possible to assure compliance with established policies and procedures. Incumbent works under the general supervision of the Library Director.

ESSENTIAL FUNCTIONS

- Vacuum and clean carpet; sweep, scrub, and mop floors; clean, dust, and polish furniture and book shelves. Clean and wash windows, woodwork, toilets, restrooms, and fixtures as necessary to maintain proper physical appearance and cleanliness.
- Assist in cleaning of kitchen and dishes.
- Replace lavatory supplies, dispose of waste paper, move furniture, empty trash, and maintain inventory of cleaning supplies and equipment.
- Monitor grounds for unwanted paper and debris.
- Change out light bulbs and report any malfunctioning equipment.
- Perform general building maintenance.
- Assist with room preparation for various library/municipal complex related functions; setting up/breaking down tables and chairs.
- Must lift up to 50 lbs. and move heavy furniture.
- Perform other job related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of cleaning methods, materials, and equipment.
- Ability to make minor repairs and adjustments to building fixtures and equipment.
- Ability to follow simple oral and written instructions.
- Knowledge of working with industrial dishwasher.

QUALIFICATIONS

- Must be a graduate of an accredited high school or hold a certificate of high school equivalency (GED).
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be physically able to perform the essential functions of the position.

Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.