

# **Village of Alsip**

## **Part- Time Position Available**

**JOB TITLE:** Part-Time Maintenance Associate, Building Department

**UNION:** AFSCME

**HOURS:** Day

**BASIC POSITION FUNCTION:** Performs custodial work in offices, building interiors and exteriors.

### **DUTIES AND RESPONSIBILITIES:**

- Sweeps, vacuums, mops, scrubs, waxes and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
- Frequently uses ladders, dusts and washes walls, cleans ceilings and dusts, polishes and changes bulbs in light fixtures.
- Empty trash, remove recycling materials, track and order maintenance supplies.
- Moves cabinets, boxes, furniture, crates and equipment to clean areas. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
- May sweep walks, remove snow with shovel or snow blower or perform other incidental seasonal tasks.
- Perform other duties as assigned

### **REQUIREMENTS:**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools and/or materials used.
- Requires the ability to apply principles or rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Ability to read, understand and communicate in English.

### **TOOLS AND EQUIPMENT USED:**

- Snow blower, ladder, cleaning chemicals, broom, mop, vacuum, shovel, and others as needed.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Walks, sits, stands, bends, lifts, climbs ladders and/or stairs. Moves continually during working hours. Is subject to lifting over 110 pounds with or without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms. Hepatitis vaccine is required.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, background check, physical examination and job related tests may be required.

### **HOW TO APPLY:**

Interested parties should submit an application to [hr@villageofalsip.org](mailto:hr@villageofalsip.org).

Resumes and Applications can also be dropped off at the Village Hall Human Resources Office.

**COMPENSATION: \$12 per hour**

