



City of South Bend

Vacancy Announcement

Post Date: Thursday, May 21, 2015

Closing Date: Until Filled

SEASONAL GENERAL LABOR – CENTRAL SERVICES

Category: Seasonal (not to exceed 6 months)

Department: Public Works/Central Services

Reports To: Building Maintenance Superintendent

Schedule: Monday-Friday, 7:30 AM-4:00 PM. Schedule may vary based on operational needs.

Pay Rate: \$8.50/hr.

Position: **SUMMARY**

Performs a variety of manual labor tasks. Provides custodial duties at Central Services and all facilities covered by the Central Services Division under direct or indirect supervision.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assist with custodial duties.
- Sweep and clean shop area on a daily routine basis.
- Clean various City vehicles.
- Operate various types of equipment associated with building maintenance.
- Perform grounds maintenance.
- Aid and assist in Parts Room.
- Mowing and trimming.
- Perform other janitorial duties as assigned.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Ability to read and write.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Ability to perform physical labor.
- Ability to follow directions and manage time without close supervision.
- Ability to operate related equipment and tools.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver’s license required.

EQUIPMENT

Floor scrubbers, floor sweepers, lawn mowers, lawn tractors, weed eaters, hedge trimmers, fork lifts, and scissor lifts.

PHYSICAL DEMANDS

Ability to climb into truck beds, ability to lift up to 50 pounds, ability to push or pull equipment into position, ability to perform very strenuous work.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Most if not all work to be performed occurs outdoors. Must be able to work in extremely adverse weather conditions and/or environment. This is a safety-sensitive position, subject to random testing for drugs and alcohol in accordance with City policy.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-Employment Drug Screen Required